

## Reports Manual

*June 2004*





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## Introduction

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Throughout the state of Washington, drug and alcohol treatment agencies enter data into Target for all of their publicly funded clients. That information is used to coordinate funding, provide statistics for research that helps to improve treatment success rates and provides data to the legislative body. That information, at least that which pertains to your agency, is available to you through the Target reports.

This manual is intended to enable you to run reports in Target. If all you are interested in is the most basic level of information about reports, read the General section and then close the book. If you are interested in detailed information about specific reports, then after reading the General section, turn to the pages in the manual that have detailed information about those reports.

Much of the information for reports in the same category is repeated. This is purposeful, as it allows one to open the manual and get all of the information about a report without having to turn to multiple sections.

If you are having trouble finding a report to meet your needs, look at the Table of Contents or turn to Appendix A for a brief description of each report.

As always, if you have any questions or comments, please feel free to call the Target Help Desk at 888-461-8898.



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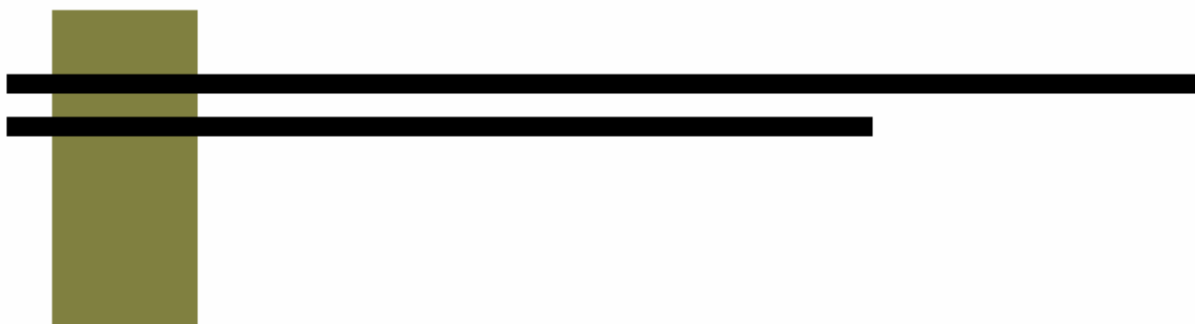
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## General Information





# Report Manual Format

For ease of use, this manual uses the same format throughout. Each report explanation will have the following information:

- A. Report category and title
- B. Description or summary of what the report does.
- C. How to run this report.  
Most reports are run in the same way. Any exceptions will be noted here.
- D. Fields in the report will be listed here along with a short description or explanation.
- E. A blank sample of the report is displayed here so you can see how the report is laid out.
- F. Sort order is detailed.
- G. Indicates whether this report include Short Detox admissions.

**A** **Rollup – Children Elsewhere**

**B** **Description/Purpose:**  
Summarizes the responses to the question "Number of your children not living with you".

**C** **How to run this report:**  
Enter the date range, up to one year. Set any desired filters. Click on the report name.

**D** **Fields in the report:**

- Number of Persons (Children) *Grouped into categories; 0, 1-2, 3-5, over 5*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

**E**

Number of Persons	Number	Percentage
0		
1 - 2		
3 - 5		
Over 5		
Totals:		
Total Selected Milestone Records:		
Total Unduplicate Clients:		

[field example]

**F** **Sorted by:**  
Number of Persons category

**G** **Short Detox Included:** No

Rollup Reports-1

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	Report
County	Report
RA	Report

**Available Filters**

<b>Scope</b> <input checked="" type="checkbox"/> Admission, Assessment, Discharge <input checked="" type="checkbox"/> Duplicated, Unduplicated <input checked="" type="checkbox"/> Agency (can select multiple agencies) <input checked="" type="checkbox"/> Entry Referral <input checked="" type="checkbox"/> Discharge Type <input checked="" type="checkbox"/> Exit Referral or Other Services Referral <input checked="" type="checkbox"/> Governing County <b>Funding</b> <input checked="" type="checkbox"/> Title XIX <input checked="" type="checkbox"/> Fund Source <input checked="" type="checkbox"/> Contract Type <input checked="" type="checkbox"/> Modality <input checked="" type="checkbox"/> State Special Project <input checked="" type="checkbox"/> County Special Project <input checked="" type="checkbox"/> Agency Special Project	<b>Demographics</b> <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Start Birth Date / End Birth Date <input checked="" type="checkbox"/> Spanish/Hispanic <input checked="" type="checkbox"/> Ethnicity/Race <input checked="" type="checkbox"/> English Speaking Ability <input checked="" type="checkbox"/> English Reading Ability <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Substance Abuse <input checked="" type="checkbox"/> Assessment Priority Population <b>Client/Staff</b> <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Admission Staff (D4 Only) <input checked="" type="checkbox"/> Support Activity Type (C7 Only) <input checked="" type="checkbox"/> Client
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**Report Sample: Children Elsewhere**

Number of Persons	Number	Percentage
0	1493	52.65
1 - 2	995	35.09
3 - 5	323	11.39
Over 5	25	.89
<b>Totals:</b>	<b>2836</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>	<b>4342</b>	
<b>Total Unduplicate Clients:</b>	<b>4213</b>	

**Rollup Report-2**

H. Notes on the report are included here. This might consist of information about how to run the report, where the information is pulled from or how it is calculated.

I. There are three basic types of users; Agency staff, County Coordinators and Regional Administrators. If a report is not available to a certain user group, it is indicated here. Note: agency staff have access to all reports.

J. Indicates which server the report is run on for each user type. See the Server description in this section for more information.

K. All filters are listed here. If a filter is available and applicable to a report then there is a check (✓) mark in front of that filter name.

L. The report is printed here.

M. Manual section and page number.

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## How to Run Reports

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All of the reports in Target, with the exception of three, are run in the same fashion.

### To run a report in Target

1. Move the mouse pointer over the Reports menu, click on the report category that contains the report that you need.
2. Enter a date in both the start and end date fields
  - The end date must be equal to or greater than the start date.
  - The date range may not be longer than one year.
  - Use a four digit year (i.e.: 1999 instead of 99).
3. Apply any filters that may be desired. For more information read the pages on filters in this section.
4. Click on the name of the report that you wish to run.
5. In a few minutes time the report will be displayed upon your screen.

### Exceptions

The **C3, Active Caseload** and **C5, Open ADATSA Clients** reports are designed to give results as of specific date and do not use a date range. For these two reports, enter the date that you want the results for into the Start Date field; enter the same date into the End Date field.

**Bed Availability** is run simply by clicking on Bed Availability under the Reports menu.

## Report Format

While the information and the way it is displayed are different, all of the reports in Target use the same basic format.

The first page you will see when you select a report category, is the Report Catalog page. This is the page that lists the reports in that category, allows you to set the date range, add sub-headings and access the filters. It is comprised of the following components.

**Report Catalog**

Start Date (M/D/Y)  /  /  End Date (M/D/Y)  /  /  A B Filter

Report Header Lines:

You can put a sub-heading here C

...and here too

**WARNING: Please confirm filter setting for agency selection BEFORE running reports. No selection generates STATEWIDE results.**

Report Title	Avg RunTime	Description
<a href="#">Trend: Admission Wait</a>	2 min - 3 min	Days Clients Waiting
<a href="#">Trend: Discharge Listing</a>	2 min - 3 min	Reason For Discharge <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</span>
<a href="#">Trend: Length of Stay</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</span> 2 min - 3 min	Total Average Days
<a href="#">Trend: Modality</a>	2 min - 3 min	Modality Listing
<a href="#">Trend: Referral Wait</a>	2 min - 3 min	Days Clients Waiting

- A. **Start and End Dates:** All reports need to have both a start and an end date. The date range can be up to a year in duration.
- B. **Filter:** Clicking on this button takes one to the Filter screens.
- C. **Report Heading:** If you want you can include a sub-heading on the report.
- D. **Report Listing:** Each report in the category is listed along with an average run time and short description.
- E. **Average Run Time:** This is the estimated time it will take the report to run.
- F. **Description:** A brief description to help guide you to the right report.

Once you enter a date range and optionally, apply filters and include a sub-heading, you can click on the report name to run the report. The basic elements of each report are listed below.

A

B
**Confidential**  
**Duplicated**  
06/01/2003 - 05/30/2004  
Dates Filtered Against: Admission  
C You can put a sub-heading here  
**Primary Income Source**

Description	Number	Percentage
Disability	367	2.5%
Family/Friend Support	2513	17.2%
None	2787	19.1%
Not Collected	36	0.2%
Other	432	3.0%
Public Assistance	5018	34.4%
Retirement Pension	29	0.2%
Social Security (SSA/SSDI)	548	3.8%
Unemployment Compensation	265	1.8%
Wages/salary	2607	17.9%
<b>Totals:</b>	<b>14602</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>14602</b>
<b>Total Unduplicated Clients:</b>		<b>12768</b>

Filters:  
Birthdates: All included  
Gender: Both Female and Male included  
Dates Filtered Against: Admission  
Title XIX: Both and No included  
All Agencies Available to Login Chosen.  
Report Record Count: Duplicated  
Last Updated Date: 3/26/2004 11:29:48 AM  

F

- A. **Go Back button:** Clicking on either of these two buttons takes you back to the report catalog page.
- B. **Report Information:** This section displays basic information about the report such as the report name and date range.
- C. **Sub-Heading:** If you typed in a sub-heading in the reports catalog page then it will be displayed here.
- D. **Report:** The body of the report is displayed in this center section.
- E. **Filters:** Filters that you have selected or are applied automatically are listed here.
- F. **Last Update Date:** If the report has been run on the Report server, then the last update date is displayed here, letting you know the date or the most recent data. If the report is run on the Target server, then the data is up to date and this line is not displayed.

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## Report Categories

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The over seventy reports in Target are grouped into categories so that they are hopefully easy to find and use. A brief description of each of the report categories is listed here. For a more detailed description of the reports in each category see the individual report descriptions.

### **Rollup**

Rollup reports display specific information about a group of clients, such as employment type or residence zip code. No client identifying information is displayed.

### **D & C**

Data Entry and Counselor reports display either the milestone or activity information entered into Target or the open admissions or assessments. D & C reports are the only reports to list client names.

### **M**

Management reports give totals of services provided during the selected date range. This information is generally organized based on the funding of the services provided.

### **Service & O**

Outcome reports compare information from client discharges to information from the corresponding admissions. The two Service reports give information on length of stay and number admission for Detox and Residential modalities.

### **Trend**

Trend reports give information about the level of service provided. Information about discharge type, admission modalities, length of stay and admission wait times can be found here.

### **Performance**

Performance reports are generally used for county reporting purposes. They show, for instance the number of SSI clients or number of treatment completions at your agency.

### **Bed Availability**

The Bed Availability report lists all residential treatment providers statewide along with the number of available beds.



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## How to Use Filters

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Filters allow you to customize a report so that only the information that you need is displayed in the report.

### To Apply a Filter:

To apply filters to a report, first move the mouse pointer over Reports on the main menu bar, click on the report category that contains the report that you need to run. A screen listing the reports is displayed. Click on the [Filter] button.

The filter screen is now displayed.

You can change pages by using either the previous and next buttons or by clicking on the page name in the Navigate box; Funding, for instance.

To apply a filter to a report use the navigate boxes to move the desired filter choice from the left to the right side of the navigate box by double-clicking on the specific filter name.



If you make no filter selection, then all items in that category are included. If you make a selection then only what you select is included.

When you are done setting your filters click on the [Save] button.

### Using Single Filters

You can select as many choices as you want from a single filter and the report will only display results that match any of those filter choices.

For example if on the Funding page you select from the Contract Type filter the choices Adult Outpatient and SSI, then the report will display only clients that have a contract type of either Adult Outpatient or SSI. All other clients will not be included.

### Using Multiple Filters

The effects of filters are cumulative. If you select multiple filters then the report will only display information from those clients that meet all of the filter criteria. For example, if you select Adult Outpatient from the Contract Type filter and select Attorney and Court/Probation in the Entry Referral filter, then the report will only display clients that have a contract type of Adult Outpatient and an Entry Referral of either Attorney or Court/Probation.

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## Using Filter Mover Boxes

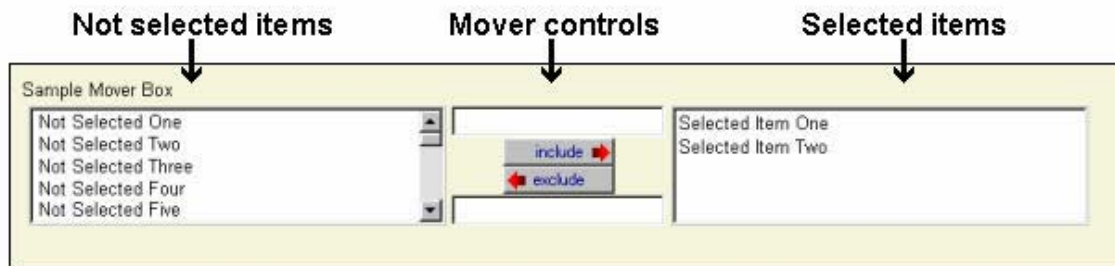
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Note: For a more thorough coverage of this subject see the General section of the Target User Instructions.

Mover boxes are used throughout the Target 2000 system when you are given the choice to select one or more items from a list.

Mover box sections consist of two boxes and the mover controls.

- The box on the left contains the list of items that can be selected.
- The box on the right contains the items that you have already chosen.
- The center section is used to move items from one box to the other.



In the example pictured above we have selected “Selected Item One” and “Selected Item Two”. The items in the left box were not chosen.

You can select or deselect items by double-clicking on them or by single-clicking on them and clicking on the [include] or [exclude] buttons as appropriate.

As was mentioned previously, if you make no selection, then all items in that category are included. If you make a selection then only what you select is included.

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## Explanation of Filter Choices

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Each of the filters is described below.

### Scope

Admission, Assessment, Discharge	This filter is used to choose the milestone type that the report gathers data from.
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Duplicated, Unduplicated	Duplicated reports count each milestone that a client has during the report date range.  Unduplicated reports count each client only once.  If the report is unduplicated and the selected milestone type is admission or assessment then information from the first milestone of the appropriate type is used. If the selected milestone type is discharge then information from the clients' most recent discharge is used.
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Agency	This filter determines which agency the report pulls the information from. Some reports, like D & C reports, allow just one agency to be selected. Other reports, like Rollups or Trends, allow multiple agencies to be selected. If this filter is not available then the report uses data from the agency that you are currently logged in as.
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Entry Referral	Filters for values in the Entry Referral field in assessments or admissions. If the selected milestone type is discharge then information from the corresponding admission is used.
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Discharge Type	Applies to discharges only.
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Exit Referral or Other Services Referral	This filter can be used to select values entered into the Exit Referral or Other Services Referral fields in the discharge milestone.
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Governing County	Governing County of the assessment or admission. If the selected milestone type is discharge then information from the corresponding admission is used.
------------------	---

### Funding

Title XIX	You can select "Yes", "No" or blank, which includes both.
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Fund Source	Funding Source of the assessment or admission. If the selected milestone type is discharge then information from admission is used.
-------------	---

Contract Type	Contract type of the assessment or admission. If the
---------------	--

	selected milestone type is discharge then information from admission is used.
Modality	Does not apply to assessments. Modality of the admission. If the selected milestone type is discharge then information from admission is used.
State Special Project	Filters for any state special projects codes that may have been applied. Listed in alphabetical order.
County Special Project	Filters for any county specific special projects codes that may have been applied. Listed first by county number, then alphabetically.
Agency Special Project	Filters for any agency specific special projects codes that may have been applied. Listed first by agency number, then alphabetically.

## Demographics

Gender	"Male", "Female" or blank to include both.
Start Birth Date / End Birth Date	These filters are used to select a birth date range. All clients whose birth dates occur within the selected range are included in the report. If this filter is used, both the start and end dates must be entered.
Spanish/Hispanic	This filter selects clients based on their responses regarding their Spanish/Hispanic/Latino heritage.
Ethnicity/Race	This filter selects clients based on their responses regarding their race or ethnicity.
English Speaking Ability	Filters for levels of English Speaking Ability as reported in assessment, admission and discharge. "Functional", "Interpretive Services Needed", "Limited" or "Unknown".
English Reading Ability	Filters for levels of English Reading Ability as reported in assessment, admission and discharge. "Functional", "Interpretive Services Needed", "Limited" or "Unknown".
Disability	This filter selects clients based on their responses regarding disability.
Substance Abuse (Primary & Secondary)	This filter can be used to select clients based on their reported primary and secondary drug choices.
Assessment Priority Population	This filter only applies to ADATSA assessments and selects clients based on their priority population type.

## **Client/Staff**

### **Staff**

This filter will allow you to display milestones or activities for a specific staff member.

- For reports in which assessments or discharges are used, this filter selects the Assessment or Discharge Staff member.
- For reports in which admission data is used, this filter applies to the Counselor Staff.
- For both treatment and support activities, this filter applies to the staff member who carried out the activity.

### **Admission Staff (D4 Only)**

This filter allows one to display admissions associated with a particular Admission Staff. As stated, this filter only applies to the D4, Admission Listing report.

### **Support Activity Type (C7 Only)**

This filter, for the C7 Support Activities Listing, allows one to display only specified support activity types.

### **Client**

Using this filter will cause the report to display only milestones or activities associated with an individual client.

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## Target or Report Server

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In order to manage server load and have the least possible impact on data entry, reports are run on one of two servers. What this means to you, is that some reports will contain current data and others will have data that can be up to a week old.

For agency staff the D&C, M reports and Bed Availability are reports that are run on the Target (data-entry) server and are real-time. Thus any changes you make in the Target system are reflected immediately in any reports that you run from those categories. All other reports are run on the Report server and can be up to a week old. County staff and Regional Administrators run all reports, except for Bed Availability on the Reports server.

If you run a report on the Reports server there will be a line in the filters display section at the bottom of the report that will indicate the Last Update Date.

Report Type	User Type		
	Agency	County	RA
Rollup	Report	Report	Report
D&C	<b>Target</b>	Report	Report
M	<b>Target</b>	Report	Report
Service & O	Report	Report	Report
Trend	Report	Report	Report
Performance	Report	Report	Report
Bed Availability	<b>Target</b>	<b>Target</b>	<b>Target</b>

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## Printing and Saving Reports

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There are several methods of printing in Target 2000

- To print any page or report in Target 2000 click on **File** then click **Print** from the top of your Internet Explorer browser.
- You can also click on the Print icon in the menu bar at the top of your Internet Explorer browser.



Some of the reports are formatted to be printed in landscape format. To correctly print these reports, click on **File** then click on **Page Setup**. Click on **Landscape** and **OK**. The report will now be displayed correctly when printed.

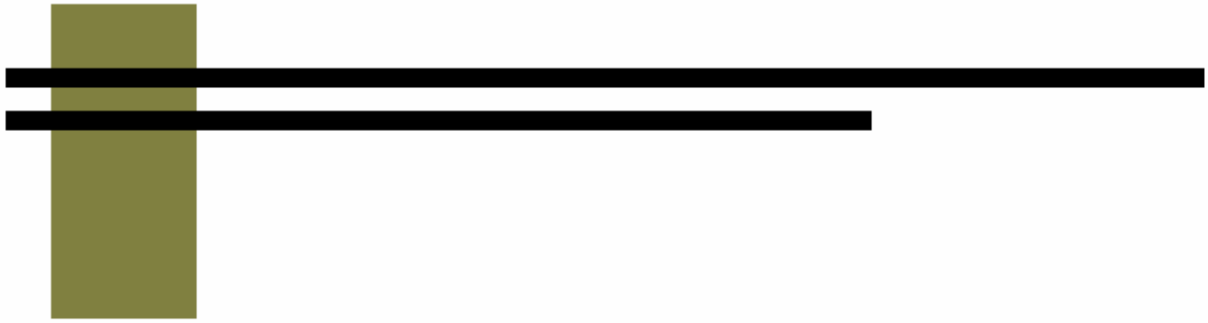
If you wish to examine or manipulate the format of a report in detail before printing you can use either of the following methods.

- If you wish to save a report in order to reference or print it later, click on **File** then **Save**. Choose a location on your computer to save the report. You can then access the report at any time you wish.
- You can also copy and paste the information from a Target report into another application in order to modify the format of the data before printing it.

**Note:** The C & D level reports contain client names. If one of these reports is saved to your computer's hard drive then great care should be taken to make sure that your computer is secure from unauthorized access.







## Rollup Reports





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## Children Elsewhere

---

**Description/Purpose:**

Summarizes the responses to the question “Number of your children not living with you”.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Number of Persons (Children) *Grouped into categories; 0, 1-2, 3-5, over 5*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Number of Persons	Number	Percentage
0		
1 - 2		
3 - 5		
Over 5		
Totals:		
Total Selected Milestone Records:		
Total Unduplicate Clients:		

[Field example]

**Sorted by:**

Number of Persons category

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: Children Elsewhere**

Number of Children Not With Client		
Number of Persons	Number	Percentage
0	1493	52.65
1 - 2	995	35.09
3 - 5	323	11.39
Over 5	25	.88
<b>Totals:</b>	<b>2836</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>4342</b>
<b>Total Unduplicate Clients:</b>		<b>4213</b>

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## Children with Client

---

**Description/Purpose:**

Summarizes the responses to the question "Number of your children living with you".

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Number of Persons (Children) *Grouped into categories; 0, 1-2, 3-5, over 5*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Number of Persons	Number	Percentage
0		
1 - 2		
3 - 5		
Over 5		
Totals:		
Total Selected Milestone Records:		
Total Unduplicate Clients:		

[Field example]

**Sorted by:**

Number of Persons category

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (D4 Only)  
Support Activity Type (C7 Only)  
Client

**Report Sample: Children with Client**

Number of Children with Client		
Number of Persons	Number	Percentage
0	1673	61.04
1 - 2	855	31.19
3 - 5	207	7.55
Over 5	6	.22
<b>Totals:</b>	<b>2741</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>4342</b>
<b>Total Unduplicate Clients:</b>		<b>4213</b>

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## Chronic Illness

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**Description/Purpose:**

Summarizes the responses to the question “Are you currently receiving care for a chronic illness?”

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *In Need, No or Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
In Need		
No		
Yes		
Totals:		
Total Selected Milestone Records:		
Total Unduplicate Clients:		

[Field example]

**Sorted by:**

Description (In Need, No, Yes)

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (D4 Only)  
Support Activity Type (C7 Only)  
Client

**Report Sample: Chronic Illness**

Receiving Care for Chronic Illness		
Description	Number	Percentage
In Need	103	2.74
No	3021	80.24
Yes	641	17.03
<b>Totals:</b>	<b>3765</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>4342</b>
<b>Total Unduplicate Clients:</b>		<b>4213</b>



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## Degree

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**Description/Purpose:**

Summarizes client responses regarding the highest degree achieved.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Listing of degree types*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
AA Degree (Academic)		
AA Degree (Vocational)		
:		
Voc Training (Certificate)		
Voc Training (No Certificate)		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

**Sorted by:**

Degree obtained (alphabetically)

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (D4 Only)  
 Support Activity Type (C7 Only)  
 Client

**Report Sample: Degree**

**Educational Degree**

Description	Number	Percentage
AA Degree (Academic)	122	2.81
AA Degree (Vocational)	36	.83
GED	796	18.33
High School Diploma	1259	29.00
No degree	1731	39.87
Not Collected	63	1.45
Post-Graduate Degree	30	.69
Undergrad Degree	73	1.68
Unknown	27	.62
Voc Training (Certificate)	172	3.96
Voc Training (No Certificate)	33	.76
<b>Totals:</b>	<b>4342</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>4342</b>
<b>Total Unduplicate Clients:</b>		<b>4213</b>

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## Dental Problems

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### Description/Purpose:

This report summarizes client responses to the question “Currently under care for dental?” on the Target Data Elements form.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description *In Need, No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
In Need		
No		
Yes		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

### Sorted by:

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (D4 Only)  
 Support Activity Type (C7 Only)  
 Client

**Report Sample: Dental Problems**

04/01/2003 - 04/01/2003  
Dates Filtered Against: Admission  
**Receiving Care for Dental Problems**

Description	Number	Percentage
In Need	57	30.48
No	109	58.29
Yes	21	11.23
<b>Totals:</b>	<b>187</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>198</b>
<b>Total Unduplicate Clients:</b>		<b>198</b>

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## Disability

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**Description/Purpose:**

This report summarizes client responses regarding disabilities.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Type of disability*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Cognitive Impairment		
:		
Vision		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- Since more than one disability can be selected per client the total may be greater than the number of clients or milestone records.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client



Report Sample: Disability

Duplicated  
04/01/2003 - 04/01/2003  
Dates Filtered Against: Admission  
Type of Disability

Description	Number	Percentage
Cognitive Impairment	1	.48
Hearing	10	4.83
Learning	7	3.38
Mental/Psychological	23	11.11
Mobility	14	6.76
None	129	62.32
Not Collected	6	2.90
Other	7	3.38
Speech-Impaired	1	.48
Vision	9	4.35
<b>Totals:</b>	<b>207</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>198</b>
<b>Total Unduplicate Clients:</b>		<b>198</b>

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## Education

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### Description/Purpose:

This report summarizes client responses regarding the number of years of education that they may have.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Grade Level Completed *Years of education (Less than 8 years, 8-12 years, 13-14 years, 15-20 years, Over 20 years)*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Grade Level Completed	Number	Percentage
Less Than 8th		
8th - 12th		
13th - 14th		
15th - 20th		
Over 20th		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

### Sorted by:

Grade Level

Short Detox Included: No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- Though the report column is labeled grade completed, it is really looking at years of education.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Education**

04/01/2003 - 04/01/2003 Dates Filtered Against: Admission <b>Grade Level Completed by Client</b>		
Grade Level Completed	Number	Percentage
Less Than 8th	14	16.29
8th - 12th	134	75.28
13th - 14th	22	12.36
15th - 20th	8	4.50
Over 20th	0	.00
<b>Totals:</b>	<b>178</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>198</b>
<b>Total Unduplicate Clients:</b>		<b>198</b>

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## Employment Activity

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**Description/Purpose:**

Summarizes client responses regarding employment.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Listing of employment status types*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Employed Full-Time		
Employed Part-Time		
:		
Retired		
Unemployed Not Seeking Work		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

**Sorted by:**

Employment activity (alphabetically)

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (D4 Only)  
 Support Activity Type (C7 Only)  
 Client

**Report Sample: Employment Activity**

**Type of Employment**

Description	Number	Percentage
Employed Full-Time	73	1.68
Employed Part-Time	27	.62
Employed Temp/On Call/Intermittent	796	18.33
Full time student	63	1.45
Homemaker	172	3.96
Institutionalized	1259	29.00
Military	1731	39.87
Not in work force	30	.69
Not Working Due to Disability	122	2.81
Retired	36	.83
Unemployed Not Seeking Work	33	.76
<b>Totals:</b>	<b>4342</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>4342</b>
<b>Total Unduplicate Clients:</b>		<b>4213</b>

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## English Reading Ability

---

**Description/Purpose:**

This report summarizes client responses regarding their ability to read English.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Functional, In need, Unknown*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Functional		
Interpretive Svcs Needed		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No



**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: English Reading Ability**

04/01/2003 - 04/01/2003		
Dates Filtered Against: Admission		
Ability to Read English		
Description	Number	Percentage
Functional	194	97.98
Interpretive Svcs Needed	4	2.02
<b>Totals:</b>	<b>198</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>	<b>198</b>	
<b>Total Unduplicate Clients:</b>	<b>198</b>	

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## English Speaking Ability

---

**Description/Purpose:**

This report summarizes client responses regarding their ability to speak English.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Functional, In need, Unknown*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Functional		
Interpretive Svcs Needed		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: English Speaking Ability**

06/01/2003 - 06/06/2003		
Dates Filtered Against: Admission		
<b>Ability to Speak English</b>		
Description	Number	Percentage
Functional	840	97.9%
Interpretive Svcs Needed	16	1.9%
Unknown	2	0.2%
<b>Totals:</b>	<b>858</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>859</b>
<b>Total Unduplicated Clients:</b>		<b>857</b>

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## Head Injury - Care

---

### Description/Purpose:

This report summarizes client responses regarding current treatment for traumatic head injury.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description *In need, No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
No		
Yes		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicate Clients:</b>		

[Field example]

### Sorted by:

Description (*In need, No, Yes*)

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: Head Injury - Care**

06/01/2003 - 06/04/2003		
Dates Filtered Against: Admission		
<b>Traumatic Head Injury</b>		
Description	Number	Percentage
No	391	82.84
Yes	81	17.16
<b>Totals:</b>	<b>472</b>	<b>100.00</b>
<b>Total Selected Milestone Records:</b>		<b>573</b>
<b>Total Unduplicate Clients:</b>		<b>573</b>

---

## Head Injury - Previous

---

**Description/Purpose:**

This report summarizes client responses regarding previous traumatic head injury.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
No		
Yes		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

**Sorted by:**

Description (*No, Yes*)

**Short Detox Included:**    No



**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: Head Injury - Previous**

04/01/2003 - 04/09/2003		
Dates Filtered Against: Admission		
<b>Traumatic Previous Head Injury</b>		
Description	Number	Percentage
No	937	83.9%
Yes	180	16.1%
<b>Totals:</b>	<b>1117</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>

---

## Income Source

---

### Description/Purpose:

This report summarizes client responses regarding primary source on income.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description *Income source types*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Disability		
Family/Friend Support		
None		
Not Collected		
Other		
Public Assistance		
Retirement Pension		
Social Security (SSA/SSDI)		
Unemployment Compensation		
Wages/salary		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

### Sorted by:

Description

**Short Detox Included:** No



**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Income Source**

**04/01/2003 - 04/09/2003**  
Dates Filtered Against: Admission  
**Primary Income Source**

Description	Number	Percentage
Disability	34	2.6%
Family/Friend Support	250	19.5%
None	227	17.7%
Not Collected	2	0.2%
Other	41	3.2%
Public Assistance	445	34.6%
Retirement Pension	5	0.4%
Social Security (SSA/SSDI)	39	3.0%
Unemployment Compensation	35	2.7%
Wages/salary	207	16.1%
<b>Totals:</b>	<b>1285</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>

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## Infectious Disease

---

### Description/Purpose:

This report summarizes client responses to the question regarding current care for an infectious disease.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description *In need, No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
In Need		
No		
Yes		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

### Sorted by:

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

Report Sample: Infections Disease

04/01/2003 - 04/09/2003 Dates Filtered Against: Admission Receiving Care for Infectious Disease		
Description	Number	Percentage
In Need	17	1.5%
No	1065	94.5%
Yes	45	4.0%
<b>Totals:</b>	<b>1127</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>

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## Legal Issues

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**Description/Purpose:**

Summarizes client responses regarding current legal involvement.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Types of legal issues*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Awaiting Charges		
:		
Petitioning for DUI Deferred Prosecution		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Legal Issues**

04/01/2003 - 04/09/2003  
Dates Filtered Against: Admission  
**Type of Legal Issues**

Description	Number	Percentage
Awaiting Charges	57	4.0%
Awaiting Trial	88	6.2%
Child Custody Issue	22	1.6%
Convicted, Awaiting Sentencing	15	1.1%
CPS Court Involved	35	2.5%
Diversion	18	1.3%
Drug Court - Adult	67	4.7%
Drug Court - Juvenile	9	0.6%
In DUI Deferred Prosecution Status	36	2.5%
In Other Supervised Program	44	3.1%
Incarcerated, Post-Conviction	51	3.6%
Incarcerated, Pre-Trial	4	0.3%
None	363	25.7%
Not Collected	10	0.7%
On Probation or Parole	577	40.8%
On Trial	3	0.2%
Petitioning for DUI Deferred Prosecution	15	1.1%
<b>Totals:</b>	<b>1414</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>



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## Living Arrangements

---

**Description/Purpose:**

This question summarizes client responses to the question about with whom is the client living.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *List of possible choices from the Target form*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Alone		
:		
Spouse/partner and child(ren)		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Living Arrangement**

04/01/2003 - 04/09/2003  
Dates Filtered Against: Admission  
**Description of Client Living Arrangement**

Description	Number	Percentage
Alone	306	23.8%
Child(ren) alone	76	5.9%
Foster Parents/Group Home	31	2.4%
Friends	50	3.9%
Not Collected	4	0.3%
Other family members with or without child(ren)	236	18.4%
Parents/Parents with Child(ren)	218	17.0%
Roommates	157	12.2%
Spouse/partner alone	88	6.8%
Spouse/partner and child(ren)	119	9.3%
<b>Totals:</b>	<b>1285</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>

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## Marital Status

---

**Description/Purpose:**

This report summarizes client responses regarding current marital status.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Current marital status type*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
Divorced		
:		
Widowed		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Marital Status**

04/01/2003 - 04/09/2003  
Dates Filtered Against: Admission  
**Marital Status of Client**

Description	Number	Percentage
Divorced	257	20.0%
Married or Committed Relationship	234	18.2%
Never married	661	51.4%
Not Collected	8	0.6%
Separated	110	8.6%
Widowed	15	1.2%
<b>Totals:</b>	<b>1285</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1285</b>
<b>Total Unduplicated Clients:</b>		<b>1279</b>

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## Mental Treatment

---

### Description/Purpose:

This report summarizes client responses regarding previous mental/psychological treatment.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description *Previous mental/psychological treatment*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Description	Number	Percentage
No/NA		
Not Collected		
Unknown		
With Hospitalization		
With Outpatient Treatment		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

### Sorted by:

Short Detox Included: No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client



**Report Sample: Mental Treatment**

05/02/3003 - 05/12/3003  
Dates Filtered Against: Admission  
**Previous Mental Treatment**

Description	Number	Percentage
No/NA	959	76.7%
Not Collected	13	1.0%
Unknown	21	1.7%
With Hospitalization	61	4.9%
With Outpatient Treatment	197	15.7%
<b>Totals:</b>	<b>1251</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>1251</b>
<b>Total Unduplicated Clients:</b>		<b>1247</b>

---

## Monthly Household Income

---

### Description/Purpose:

This report summarizes client responses regarding monthly household income.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Monthly Household Income *Income categories; 0-500, 501-1000, 1001-1500, 1501-2000, 2001-3000, more than 3000*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Monthly Household Income	Number	Percentage
\$0 - \$500		
\$501 - \$1000		
\$1001 - \$1500		
\$1501 - \$2000		
\$2001 - \$3000		
More Than \$3000		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

### Sorted by:

Monthly Household Income categories

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Monthly Household Income**

03/28/2003 - 03/30/2003  
Dates Filtered Against: Admission  
**Monthly Household Income of Client**

Monthly Household Income	Number	Percentage
\$0 - \$500	84	66.2%
\$501 - \$1000	17	13.4%
\$1001 - \$1500	8	6.3%
\$1501 - \$2000	11	8.7%
\$2001 - \$3000	5	3.9%
More Than \$3000	2	1.6%
<b>Totals:</b>	<b>127</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>127</b>
<b>Total Unduplicated Clients:</b>		<b>126</b>

---

## Monthly Personal Income

---

### Description/Purpose:

This report summarizes client responses regarding monthly personal income.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Monthly Personal Income *Income categories; 0-500, 501-1000, 1001-1500, 1501-2000, 2001-3000, more than 3000*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Monthly Household Income	Number	Percentage
\$0 - \$500		
\$501 - \$1000		
\$1001 - \$1500		
\$1501 - \$2000		
\$2001 - \$3000		
More Than \$3000		
<b>Totals:</b>		
<b>Total Selected Milestone Records:</b>		
<b>Total Unduplicated Clients:</b>		

[Field example]

### Sorted by:

Monthly Personal Income categories

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Monthly Personal Income**

02/28/2003 - 02/30/2003  
Dates Filtered Against: Admission  
**Monthly Personal Income of Client**

Monthly Household Income	Number	Percentage
\$0 - \$500	84	66.2%
\$501 - \$1000	17	13.4%
\$1001 - \$1500	8	6.3%
\$1501 - \$2000	11	8.7%
\$2001 - \$3000	5	3.9%
More Than \$3000	2	1.6%
<b>Totals:</b>	<b>127</b>	<b>100%</b>
<b>Total Selected Milestone Records:</b>		<b>127</b>
<b>Total Unduplicated Clients:</b>		<b>126</b>

---

## Other Children with Client

---

**Description/Purpose:**

This report summarizes client responses regarding other children living with the client.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Number of Persons (Children) *Grouped into categories; 0, 1-2, 3-5, over 5*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*
- Total Unduplicated Clients *Number of unique clients represented in the Total Selected Milestone Records number*

Number of Persons	Number	Percentage
0		
1 - 2		
3 - 5		
Over 5		
Totals:		
Total Selected Milestone Records:		
Total Unduplicate Clients:		

[Field example]

**Sorted by:**

Number of Persons category

**Short Detox Included:** No



**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Other Children with Client**

03/28/2003 - 03/30/2003

Dates Filtered Against: Admission

**Number of Children in Home that are Not Client's**

Number of Persons	Number	Percentage
0	74	77.90
1 - 2	15	15.79
3 - 5	4	4.21
Over 5	2	2.11
<b>Totals:</b>	<b>95</b>	<b>100.00</b>

---

## Persons in Household

---

**Description/Purpose:**

This report summarizes client responses regarding the number of persons in the client's household.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Number of Persons *Number of persons in household by grouping; 0, 1-3, 4-6, 7-10, Over 10*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*

Number of Persons	Number	Percentage
0		
1 - 3		
4 - 6		
7 - 10		
Over 10		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Number of Persons

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.
- The number of persons in the household includes the client so the category of zero is not used. Report will be changed in the future to remove this row.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Persons in Household**

05/10/2002 - 05/14/2002  
Dates Filtered Against: Admission  
**Number of Persons in Client Household**

Number of Persons	Number	Percentage
0	0	.00
1 - 3	394	64.80
4 - 6	162	26.64
7 - 10	37	6.09
Over 10	15	2.47
<b>Totals:</b>	<b>608</b>	<b>100.00</b>

---

## Prenatal Provider

---

**Description/Purpose:**

This report summarizes client responses regarding if they have a prenatal provider or not.

Only female clients that indicate that they are pregnant will have any responses in this field.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*

Description	Number	Percentage
No		
Yes		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: Prenatal Provider**

05/10/2002 - 05/14/2002		
Dates Filtered Against: Admission		
<b>Client has Prenatal Provider</b>		
Description	Number	Percentage
No	2	22.22
Yes	7	77.78
<b>Totals:</b>	<b>9</b>	<b>100.00</b>

---

## Previous Arrests

---

**Description/Purpose:**

This report summarizes client responses regarding previous arrests.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Category of charges that client was arrested for*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*

Description	Number	Percentage
Crime(s) Unknown		
:		
Violent Crimes		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No



**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Previous Arrests**

05/10/2002 - 05/14/2002  
Dates Filtered Against: Admission  
Type of Previous Arrest

Description	Number	Percentage
Crime(s) Unknown	16	2.63
Domestic Violence	40	6.58
Driving Under the Influence	97	15.95
Drug Possession	74	12.17
Drug Trafficking or Manufacturing	26	4.28
Malicious Mischief or Disorderly Conduct	10	1.65
None	214	35.20
Not Collected	35	5.76
Other Public-Order Offenses	41	6.74
Property Crimes	38	6.25
Violent Crimes	17	2.80
<b>Totals:</b>	<b>608</b>	<b>100.00</b>

---

## Psychiatric Care

---

**Description/Purpose:**

This report summarizes client responses regarding current psychiatric care.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *In Need, No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*
- Total Selected Milestone Records *Total number of milestones of the selected type that occurred within the date range. The Total Selected Milestone Records minus the Total equals the number of records with null values in this field*

Description	Number	Percentage
In Need		
No		
Yes		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Psychiatric Care**

**05/10/2002 - 05/14/2002**  
Dates Filtered Against: Admission  
**Receiving Mental Care**

Description	Number	Percentage
In Need	34	7.00
No	379	77.98
Yes	73	15.02
<b>Totals:</b>	<b>486</b>	<b>100.00</b>

---

## Psychiatric Medications

---

**Description/Purpose:**

This report summarizes client responses regarding current use of psychiatric medications.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Unknown, No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Unknown		
No		
Yes		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description (Unknown, No, Yes)

**Short Detox Included:**    No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Psychiatric Medications**

05/10/2002 - 05/14/2002  
Dates Filtered Against: Admission  
**Client Takes Psychiatric Medications**

Description	Number	Percentage
Unknown	3	.62
No	377	78.38
Yes	101	21.00
<b>Totals:</b>	<b>481</b>	<b>100.00</b>



---

## Public Assistance

---

**Description/Purpose:**

This report summarizes client responses regarding primary type of public assistance currently utilized.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Type of primary public assistance*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
ADATSA		
:		
Temporary Assistance for Needy Families (TANF)		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Public Assistance**

05/10/2002 - 05/14/2002  
Dates Filtered Against: Admission

**Type of Public Assistance that Client is Utilizing**

Description	Number	Percentage
ADATSA	77	12.66
Applicant	22	3.62
General Assistance-Presumptive Disability (GAX)	18	2.96
General Assistance-Unemployable (GAU)	19	3.13
Medical Assistance Only	56	9.21
None	313	51.48
Not Collected	10	1.65
Supplemental Security Income (SSI)	45	7.40
Temporary Assistance for Needy Families (TANF)	48	7.90
<b>Totals:</b>	<b>608</b>	<b>100.00</b>

---

## Residence

---

**Description/Purpose:**

This report summarizes client responses regarding their primary residence type.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Residence types*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Controlled Environment		
:		
Work/Training Release Ctr		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff

Admission Staff (*D4 Only*)

Support Activity Type (*C7 Only*)

Client

**Report Sample: Residence**

06/22/2003 - 06/28/2003  
Dates Filtered Against: Admission  
**Primary Residence of Client**

Description	Number	Percentage
Controlled Environment	15	1.82
Drug-free shared/transitional housing	24	2.92
Foster/group home	6	.73
Homeless shelter/mission	30	3.65
Hospital/other institution	26	3.16
Jail/Prison	34	4.13
No Stable Arrangement	34	4.13
Not Collected	3	.37
On the street	10	1.22
Personal residence	600	72.90
Pre-Release Center	10	1.22
Single room occupancy	11	1.34
Transient quarters	7	.85
Work/Training Release Ctr	13	1.58
<b>Totals:</b>	<b>823</b>	<b>100.00</b>

---

## School Enrollment

---

**Description/Purpose:**

This report summarizes client responses regarding their current school enrollment status.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Enrollment status types (Full time, Not Enrolled, etc...)*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Dropped Out		
⋮		
Suspended		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client



**Report Sample: School Enrollment**

06/22/2002 - 06/28/2002  
Dates Filtered Against: Admission  
**School Enrollment of Client**

Description	Number	Percentage
Dropped Out	26	2.95
Expelled	6	.68
Full Time	66	7.48
Not Enrolled	772	87.43
Part Time	11	1.25
Suspended	2	.23
<b>Totals:</b>	<b>883</b>	<b>100.00</b>

---

## School Type

---

**Description/Purpose:**

This report summarizes client responses regarding the type of school attended.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *School type (Academic, Not in school, Other, Vocational)*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Academic		
Not In School/NA		
Other/Alternative		
Vocational/Technical		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: School Type**

06/22/2002 - 06/28/2002  
Dates Filtered Against: Admission  
**Type of School Client is Enrolled In**

Description	Number	Percentage
Academic	72	8.15
Not In School/NA	792	89.69
Other/Alternative	17	1.93
Vocational/Technical	2	.23
<b>Totals:</b>	<b>883</b>	<b>100.00</b>

---

## Stage of Addiction

---

**Description/Purpose:**

This report summarizes the clients' stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem).

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem)*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Abuse		
Chemically Dependent (Addicted)		
Experimental Use		
In Recovery		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

**Report Sample: Stage of Addiction**

06/22/2002 - 06/28/2002  
Dates Filtered Against: Admission  
**Addiction Stage of Client**

Description	Number	Percentage
Abuse	48	5.44
Chemically Dependent (Addicted)	832	94.22
Experimental Use	2	.23
In Recovery	1	.11
<b>Totals:</b>	<b>883</b>	<b>100.00</b>

---

## Substance

---

### Description/Purpose:

This report summarizes the type substance used.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Description
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
Alcohol		
⋮		
Prescribed Opiate Substitute		
<b>Totals:</b>		

[Field example]

### Sorted by:

Substance, alphabetically

**Short Detox Included:** No

### Notes:

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>



## Available Filters

### Scope

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

### Client/Staff

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

## Report Sample: Substance

10/31/2001 - 11/14/2001		
Dates Filtered Against: Admission		
Type of Substance Consumed by Client		
Description	Number	Percentage
Alcohol	842	40.72
Amphetamines	16	.77
Barbiturates	3	.15
Benzodiazepines	2	.10
Cocaine	174	8.41
Hallucinogens	6	.29
Heroin	216	10.45
Major Tranquilizers	14	.68
Marijuana-Cannabis	432	20.89
Methamphetamine	332	16.05
Other	5	.24
Other Opiates and Synthetics	18	.87
Other Sedatives or Hypnotics	1	.05
PCP	2	.10
Prescribed Opiate Substitute	5	.24
<b>Totals:</b>	<b>2068</b>	<b>100.00</b>

---

## Veterans

---

**Description/Purpose:**

This report summarizes client responses regarding veteran status.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *No, Yes*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Description	Number	Percentage
No		
Yes		
Totals:		

[Field example]

**Sorted by:**

Description

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

Staff  
Admission Staff (*D4 Only*)  
Support Activity Type (*C7 Only*)  
Client

**Report Sample: Veterans**

07/01/1907 - 06/30/1908		
Dates Filtered Against: Admission		
Client is a Veteran		
Description	Number	Percentage
No	748	93.97
Yes	48	6.03
<b>Totals:</b>	<b>796</b>	<b>100.00</b>

---

## Zip Code

---

**Description/Purpose:**

This report summarizes client responses regarding the zip code at their residence.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Zip Code *Client zip code*
- Number *Number of responses in each category*
- Percentage *Number divided by Total*
- Total *Total of all, non-null, responses*

Zip Code	Number	Percentage
00000		
36432		
:		
80226		
99999		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Zip Code

**Short Detox Included:** No

**Notes:**

- For all users, results for all agencies are displayed, unless filtered otherwise.
- Default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- Default filter setting is Duplicated (duplicated or unduplicated may be selected).
- Unduplicated displays only one result for each client that had a milestone in the date range. If Unduplicated and the milestone selected is Assessment or Admission then the first instance is used. If the milestone selected is Discharge then the last instance is displayed.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*can select multiple agencies*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

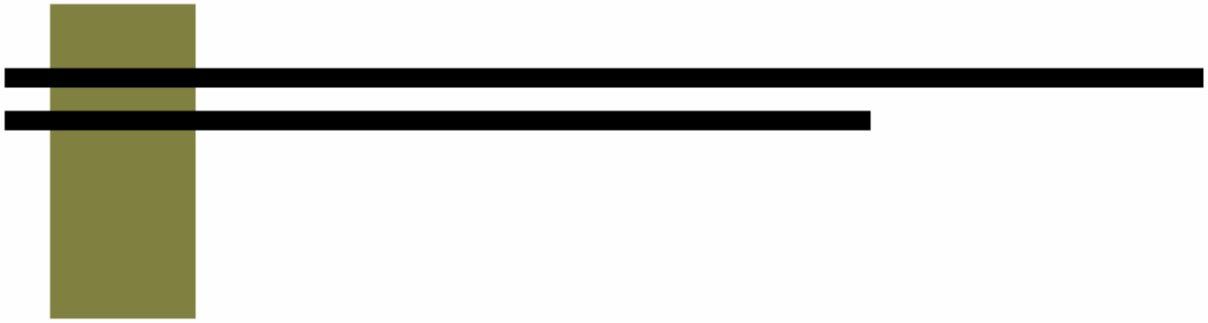
**Client/Staff**

Staff  
 Admission Staff (*D4 Only*)  
 Support Activity Type (*C7 Only*)  
 Client

Report Sample: Zip Code

07/01/2003 - 06/30/2004  
Dates Filtered Against: Admission  
**Clients by Zip Code**

Zip Code	Number	Percentage
00000	20	.06
36432	1	.00
44040	1	.00
59024	1	.00
59101	3	.01
59323	1	.00
59417	5	.02
65336	1	.00
66035	1	.00
66509	1	.00
99822	32297	99.86
99922	1	.00
99999	3	.01
<b>Totals:</b>	<b>32337</b>	<b>99.94</b>



## D & C Reports







## C3 Active Caseload

### Description/Purpose:

This report lists all admissions open as of the start date. This report can be used to look at counselor case load and to make sure that all discharges are entered in a timely manner.

### How to run this report:

Unlike other reports that use a date range, this report (and the C5) gives all admissions open as of the start date. Enter the date that you wish to look at in the **Start Date** field. Enter the same date in the End Date field. Set any desired filters. Click on the report name.

### Fields in the report:

- Counselor Staff Id *From the Counselor Staff Id in the admission*
- Name *Client name*
- Age *Client age at admission*
- Sex
- Entry Referral
- Admit Date
- Funding Info *Funding in effect at the date of the report*
- XIX *Indicates if the client had Title XIX at the date of the report*
- Primary Substance
- Last Activity Attended *Last treatment activity (group or individual) in which the client attended. Excused or No Show is not included.*
- Days Since Last Activity *Today's date minus the Last Activity Attended date*

Counselor Staff Id	Name	Age	Sex	Entry Referral	Admit Date	Funding Info	XIX	Primary Substance	Last Activity Attended	Days Since Last Activity
COUNSELOR, TESTNAME A										
	WVREQUIREDFIELDS, W C	36	M	Court/Probation	4/2/2002 8:00:00 AM	Outpatient/ADATSA/County Community Services	Yes	Amphetamines	4/2/2002 8:00:00 AM	637
	WVPMILESTONE TEST, GRFGF UGUKH	56	M	Attorney	5/2/2002 9:00:00 AM	Intensive Outpatient/Other/None/Other	No	Barbiturates	12/15/2002 7:00:00 PM	309
	ZZRESMOD, ONE ONE	13	M	Court/Probation / BECCA Involved	6/1/2003 4:00:00 PM	Long-Term Residential/Other/None/Agency Funded	No	Alcohol	6/1/2003 4:00:00 PM	212
Count:	3									
TOTAL COUNT:	3									

[Field example]

### Sorted by:

- Counselor Staff Id
- Days Since Last Activity

**Short Detox Included:** Yes

**Notes:**

- This is a great report for making sure that records are kept up to date.
- Since this report generates results based on the **Start Date** that is chosen the End Date is not used for calculating results. It is recommended that the same date be used for both Start and End dates to avoid confusion.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- ✓ Client

**Report Sample: C3 Active Caseload**

C3 - Active Case Load 12/1/2003										
Counselor Staff Id	Name	Age	Sex	Entry Referral	Admit Date	Funding Info	XIX	Primary Substance	Last Activity Attended	Days Since Last Activity
ARKLESEIZURE, GREAT GREEN										
	ROOLAND, RHONDA DASA	44	F	DCFS/CPS	1/29/2000 5:00:00 PM	Outpatient/Other/None/Other	Yes	Cocaine	11/2/2001 2:30:00 PM	788
	SNELL, SAPPY	35	F	ADATSA Assessment Center	12/4/2001 12:00:00 PM	Intensive Outpatient/Other/None/Other	Yes	Alcohol	4/1/2002 10:00:00 PM	638
Count:	2									
JABER, WOK E										
	WWREQUIREDFIELDS, W C	96	M	Court/Probation	4/2/2002 8:00:00 AM	Outpatient/ADATSA/County Community Services	Yes	Amphetamines	4/2/2002 8:00:00 AM	637
	WWMILESTONETEST, GRFGF UGUH	56	M	Attorney	5/2/2002 9:00:00 AM	Intensive Outpatient/Other/None/Other	No	Barbiturates	12/15/2002 7:00:00 PM	380
	ZZRESMOD, ONE ONE	13	M	Court/Probation / BECCA Involved	6/1/2003 4:00:00 PM	Long-Term Residential/Other/None/Agency Funded	No	Alcohol	6/1/2003 4:00:00 PM	212
Count:	3									
TOTAL COUNT:	59									

---

## C5 Open ADATSA Clients

---

### Description/Purpose:

Lists all ADATSA assessments performed by the selected agency that are open as of the report Start Date. The C5 report lists the assessment and any admission and discharges associated with the open assessment. This report can be used to monitor staff case load and determine which clients or agencies have currently open assessments.

### How to run this report:

Unlike other reports that use a date range, this report (and the C3) displays all admissions open as of the start date. Enter the date that you wish to look at in the **Start Date** field. Enter the same date in the End Date field. Set any desired filters. Click on the report name.

### Fields in the report:

#### First line

- Name
- Age
- Sex
- Assess Date
- Closure Date

#### Client/Assessment Details

*Client Name*

*Age at assessment*

*Shows the closure date of the assessment. Applicable if the report date is in the past and the assessment was closed after that date.*

- Staff
- Case Monitor
- Last Activity Type
- Last Activity Date
- Since Last Activity/ Milestone

*Assessment staff*

*Case monitor listed in the assessment*

*Assessment, Admission, Discharge or Treatment Activity*

*Date and time of last activity or milestone*

*Today's date minus the Last Activity Date*

#### Second line

- Admitting Agency
- Admit Date
- Modality
- Discharge Date
- Discharge Type

#### Admit/Discharge Details

*Agency number with an admission associated to the ADATSA assessment*

*If applicable*

Name:	Age	Sex	Assess Date	Closure Date	Staff (Case Monitor)	Last Activity Type	Last Activity Date	Since Activity/Milestone
	Admitting Agency		Admit Date		Modality	Discharge Date		Discharge Type

[Field example]

**Sorted by:**

Since Last Activity/ Milestone

**Short Detox Included:**

No

**Notes:**

- This is also great report for making sure that records are kept up to date.
- Since this report generates results based on the **Start Date** that is chosen the End Date is not used for calculating results. It is recommended that the same date be used for both Start and End dates to avoid confusion.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

- ✓ Staff (*in this instance, Case Monitor*)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- ✓ Client

**Report Sample: C5 Open ADATSA Clients**

C5 - Open ADATSA Clients Report 12/1/2003									
Name:	Age	Sex	Assess Date	Closure Date	Staff (Case Monitor)	Last Activity Type	Last Activity Date	Since Activity/Milestone	
	Admitting Agency		Admit Date		Modality	Discharge Date		Discharge Type	
FUZZY, WUZZY	15	M	1/1/2001 2:00:00 PM		ABCDGEE, CCCCC DASADASA (BRANDYBUCK, MERRY H)	Admission	1/3/2001 8:00:00 AM	1091	
	604000		1/3/2001 8:00:00 AM		Intensive Inpatient				
CLIENTNAME, FIRST M	53	M	1/3/2001 1:00:00 PM		ARKLESEIZURE, GREAT GREEN (BRANDYBUCK, MERRY H)	Discharge	4/1/2001 9:00:00 AM	1003	
	604000		1/5/2001 8:00:00 AM		Intensive Inpatient	2/5/2001 9:00:00 AM		AdmClos	
	604000		2/5/2001 2:05:00 PM		Outpatient	3/5/2001 8:00:00 AM		Compltd	
	604000		3/5/2001 10:00:00 AM		Intensive Outpatient	4/1/2001 9:00:00 AM		AdmClos	
WWCASEPLANGUY, HURF Q	35	M	10/1/2001 10:01:00 AM		BRANDYBUCK, MERRY H (ARKLESEIZURE, GREAT GREEN)	Assessment	10/1/2001 10:01:00 AM	820	
KNOW, BUBBA D	44	M	11/1/2001 8:00:00 AM		SLOB, BOB THE (RAISE, NITA Q)	Assessment	11/1/2001 8:00:00 AM	789	
TOTAL COUNT: 4									

---

## C7 Support Activity Listing

---

**Description/Purpose:**

Lists all client, group and agency support activities that occurred within the date range. The report lists the activities grouped by Fund Source and Contract Type.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Fund Source
- Contract Type
- Activity Type
- Activity Date *Date and time of activity*
- Activity Desc *Client or Agency support activity*
- Svc Hours
- Staff/Vol Hours
- Pers/Students
- Unit Description
- Unit Qty
- Staff

FUND SOURCE	CONTRACT TYPE	ACT TYPE	ACT DATE	ACTIVITY DESC	SVC HRS	STAFF/VOL HRS	PERS/ STUDENTS	UNIT		STAFF
								DESC	QTY	

[Field example]

**Sorted by:**

Fund Source  
Contract Type  
Activity Date  
Activity Type

**Short Detox Included:** No

**Notes:**

- Unlike other D & C reports the C7 does not list client names.
- For a listing of treatment activities use the D5, Activities Listing report.
- Because a group activity sends the same information to individual client records, group support activities are described as "Client" in the activity description field.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

Admission, Assessment, Discharge  
 Duplicated, Unduplicated  
 Agency (*available for County staff and RAs*)  
 Entry Referral  
 Discharge Type  
 Exit Referral or Other Services Referral  
 Governing County

**Funding**

Title XIX  
 ✓ Fund Source  
 ✓ Contract Type  
 Modality  
 State Special Project  
 County Special Project  
 Agency Special Project

**Demographics**

Gender  
 Start Birth Date / End Birth Date  
 Spanish/Hispanic  
 Ethnicity/Race  
 English Speaking Ability  
 English Reading Ability  
 Disability  
 Substance Abuse  
 Assessment Priority Population

**Client/Staff**

✓ Staff  
 Admission Staff (D4 Only)  
 ✓ Support Activity Type (C7 Only)  
 Client



**Report Sample: C7 Support Activity Listing**

C7 - SUPPORT ACTIVITY LISTING									
From: 1/1/2003 to 12/31/2003 11:59:00 PM									
FUND SOURCE	CONTRACT TYPE	ACT TYPE	ACT DATE	ACTIVITY DESC	SYC HRS	STAFF/VOL HRS	PERS./STUDENTS	UNIT DESCRIPTION	QTY
Agency Funded									
Adult Outpatient									
		Adolescent Case Management	6/11/2003 8:00:00 AM	Client	0:00	4:00	1		0
	SubTotal:	1			0:00	4:00	1		0
County Community Services									
Criminal Justice									
		Sobering Services	1/14/2003 10:00:00 PM	Client	6:00	12:00	1		0
		Outreach Services	5/11/2003 1:35:00 PM	Agency	0:00	4:00	3		0
		Community Education	6/1/2003 1:19:00 PM	Agency	48:00	0:00	0		0
	SubTotal:	3			54:00	16:00	4		0
Department of Corrections									
CDDA (LS)									
		Crisis Services	7/17/2003 2:20:00 PM	Agency	4:00	0:00	0		0
	SubTotal:	1			4:00	0:00	0		0
	Grand Total:	5			58:00	20:00	5		0

---

## D3 Assessment Listing

---

### Description/Purpose:

Lists all assessments performed by an agency during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

#### First Section

- Name
- Age
- Sex
- Assess Date
- Staff
- Funding Info
- XIX
- Spanish

#### Client/Assessment Overview

*Client Name*  
*Age at assessment*  
  
*Assessment staff*  
  
*Spanish/Hispanic/Latino*

#### Second Section

- Race
- Entry Referral
- Assessment Type
- Drugs (1/2/3)
- Eligibility
- Priority
- Reason

#### Client/Assessment Details

*Primary, secondary and tertiary substances*  
*ADATSA Eligible*  
*ADATSA assessment priority*  
*Reason for ADATSA Treatment*  
*Ineligibility*

Name:	Age:	Sex:	Assess Date:	Staff:	Funding Info:	XIX:	Spanish:
ZZEBRA, EQUUS G	58	M	2/1/2003 9:00:00 AM	ARKLESEIZURE, GREAT G	Non-ADATSA Assessm - Other/None - State Direct	Yes	Cuban
Race: Asian Indian / Aleut				Entry Referral: BECCA Involved			
Assessment Type: Involuntary Commitment				Drugs(1/2/3): Alcohol / No Substance Abuse / No Substance Abuse			
Eligibility: Not Eligible				Priority:			
Reason:							

[Field example]

### Sorted by:

Name  
Assessment Date

**Short Detox Included:** No

**Notes:**

- All instances of a client's assessments in the selected date range are included
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- ✓ Assessment Priority Population

**Client/Staff**

- ✓ Staff
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- ✓ Client

**Report Sample: D3 Assessment Listing**

D3 - Client Assessment Summary Report 1/1/2003 to 3/31/2003 11:59:00 PM									
Name:	Age:	Sex:	Assess Date:	Staff:	Funding Info:	XIX: Spanish:			
ADATSA, ANNIE	53	F	1/1/2003 8:00:00 PM	TEST, DASA Q	ADATSA Assessment - ADATSA - County Community S	Yes	Yes	Not Collected	
Race: Chinese									
Entry Referral: Attorney									
Assessment Type: ADATSA Assessment									
Drugs(1/2/3): Alcohol / No Substance Abuse / No Substance Abuse									
Priority: Child Protective Services									
Reason:									
WWIGGLE, WAGGLE T	48	F	2/4/2003 8:00:00 AM	SLOB, BOB T	ADATSA Assessment - ADATSA - County Community S	Yes	Yes	Puerto Rican	
Race: Black/African American / Black/African American									
Entry Referral: At Risk Youth (ARY/CHINS)									
Assessment Type: ADATSA Assessment									
Drugs(1/2/3): Cocaine / Substance Unknown / No Substance Abuse									
Priority: Not collected									
Reason:									
ZZEBRA, EQUUS G	58	M	2/1/2003 9:00:00 AM	ARKLESEIZURE, GREAT G	Non-ADATSA Assessm - Other/None - State Direct	Yes	Yes	Cuban	
Race: Asian Indian / Aleut									
Entry Referral: BECCA Involved									
Assessment Type: Involuntary Commitment									
Drugs(1/2/3): Alcohol / No Substance Abuse / No Substance Abuse									
Priority:									
Eligibility: Not Eligible									
Reason:									
ZZMOREY, EEL A	24	F	1/10/2003 9:00:00 AM	TESTING, THISTOO Q	Non-ADATSA Assessm - Other/None - Other	Yes	Yes	Cuban	
Race: Asian Indian / Aleut									
Entry Referral: Court/Probation									
Assessment Type: Other									
Drugs(1/2/3): No Substance Abuse / No Substance Abuse / No Substance Abuse									
Priority:									
Eligibility: Not Eligible									
Reason:									
<b>TOTAL COUNT: 4</b>									

---

## D4 Admission Listing

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**Description/Purpose:**

Lists all admissions performed by an agency during the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Name *Client name*
- Age *Age at admission*
- Sex
- Race
- (Hispanic) *Spanish/Hispanic/Latino*
- Admit Date
- Entry Referral
- Disability
- Admission Staff
- Counselor Staff
- Funding Info *Modality / Contract / Funding Source*
- Title XIX
- Substance (1/2/3) *Primary, secondary and tertiary substances*
- Preg Status

Name:	Age:	Sex:	Race/(Hispanic):	Admit Date:	Entry Referral:	Disability:	...
-------	------	------	------------------	-------------	-----------------	-------------	-----

Admission Staff:	Counselor Staff:	Funding Info:	Title XIX:	Substance(1/2/3):	Preg Status:
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[Field example]

**Sorted by:**

Name  
Admit Date

**Short Detox Included:** Yes

**Notes:**

- All instances of a client's admissions in the selected date range are included.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- ✓ Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- ✓ Client



**Report Sample: D4 Admission Listing**

D4 - Client Admission Listing 1/1/3002 to 4/30/3002 11:59:00 PM												
Name:	Age:	Sex:	Race/(Hispanic):	Admit Date:	Entry Referral:	Disability:	Admission Staff:	Counselor Staff:	Funding Info:	Title XIX:	Substance (1/2/3):	Preg Status:
QQQUICK, TOM	48	F	Cambodian (Not Collected)	1/7/3002 1:00:00 PM	ADATSA Assessment Center / Attorney / At Risk Youth (ARY/CHINS)	Cognitive Impairment	ARKLESEIZURE, GREAT GREEN	ELEPHANT, PACHY DERM	Transitional Housing - TANF (ESA) - State Direct	Yes	Alcohol / No Substance Abuse / No Substance Abuse	
WWIGGLE, WAGGLE T	48	F	Black/African American (Puerto Rican)	2/6/3002 8:00:00 AM	ADATSA Assessment Center	Hearing	AAAA, AAAAA A	ELEPHANT, PACHY DERM	Outpatient - ADATSA - County Community S	Yes	Cocaine / Substance Unknown / No Substance Abuse	
ZZEBRA, EQUUS G	58	M	Asian Indian / Aleut (Cuban)	2/16/3002 9:00:00 AM	Attorney / At Risk Youth (ARY/CHINS)	Learning	ARKLESEIZURE, GREAT GREEN	ELEPHANT, PACHY DERM	Intensive Outpatient - Other/None - Other	No	Alcohol / No Substance Abuse / No Substance Abuse	
ZZRESTEST, ALPHA B	32	F	Asian Indian / Aleut (Cuban)	2/1/3002 8:00:00 PM	ADATSA Assessment Center / Attorney / At Risk Youth (ARY/CHINS)	Hearing	ZOMBIE, CORPSE WRAITH	ELEPHANT, PACHY DERM	Recovery House - Criminal Justice - Federal Direct	No	Alcohol / No Substance Abuse / No Substance Abuse	
ZZYOUTHHOME, DUH B	13	M	Asian Indian / Aleut (Cuban)	2/1/3002 1:02:00 PM	ADATSA Assessment Center / Attorney / At Risk Youth (ARY/CHINS)	Developmental	ZOMBIE, CORPSE WRAITH	ELEPHANT, PACHY DERM	Group Care Enhance - Youth Treatment - State Direct	No	Alcohol / No Substance Abuse / No Substance Abuse	
TOTAL COUNT: 5												

## D5 Activities Listing

### Description/Purpose:

Lists all treatment activities that took place at an agency during the given date range. Totals activity hours as well as no show and excused hours.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

#### First line

- Name
- Age
- Sex
- Race
- Hispanic

#### Client Details

*Client Name*  
*Age at assessment*

#### Second line

- Fund Info
  
  
- XIX
- Tx Date
- Act Code
- Attend
- Attn Hours
  
- No Show Hours
  
- Excus Hours
  
- Staff Id
- Child Attn
- CC Type
- Met Dose

#### Activity Details

*Modality, Fund Source, Contract Type of the treatment activity (based on admission funding in effect at the time of the treatment activity)*

*Date and time of the treatment activity*

*Individual or Group activity*

*(Y) Yes, (N) No or (E) Excused*

*Duration of treatment activity if the client attended*

*Duration of treatment activity if the client did not attend*

*Duration of treatment activity if the client had an excused absence*

*Staff that performed the treatment activity*

*Number of children attending childcare*

*Child care type*

*Methadone dosage change*

Name:	Age:	Sex:	Race/(Hispanic):
-------	------	------	------------------

Fund Info	XIX	TX Date	Act Code	Attend	Attn Hours	No Show Hours	Excus Hours	Staff ID	Child Attn	CC Type	MET Dose
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[Field example]



**Sorted by:**

Name  
Activity by date

**Short Detox Included:** No

**Notes:**

- The funding listed is the modality, contract type and fund source in effect on the date of the activity.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- ✓ Client

**Report Sample: D5 Treatment Activity Listing**

**D5 - Client Activities Listing Report**  
1/1/2003 to 1/31/2003 11:59:00 PM

Name:		Age:	Sex:	Race / (Hispanic):								
Fund Info		XIX	TX Date	Act Code	Attend	Attn Hours	No Show Hours	Excus Hours	Staff ID	Child Attn	CC Type	MET Dose
					Client Totals:	3: 00	0: 00	0: 00				
WWALLABY, CONGA DASA		37	F	Cambodian (Not Spanish/Hispanic/Latino)								
	OP/ADATSA/CoCommSrv	Yes	1/3/2003 10:00:00 AM	Individual	E	0: 00	0: 00	1: 00	TNT	0		0
	OP/ADATSA/CoCommSrv	Yes	1/3/2003 11:00:00 AM	Individual	N	0: 00	1: 00	0: 00	TNT	0		0
					Client Totals:	4: 00	1: 00	1: 00				
WWOLFIES, CANUS LUPUS		46	M	Black/African American / Chinese / Filipino (Mexican, Mexican American, Chicano)								
	OP/ADATSA/CoCommSrv	Yes	1/14/2003 8:00:00 PM	Group	Y	10: 00	0: 00	0: 00	NOW	0		
					Client Totals:	10: 00	0: 00	0: 00				
WWOLVERINE, BADGER PORCUPINE		68	M	Black/African American / Chinese / Refused to Answer (Not Spanish/Hispanic/Latino)								
	OP/Gov2Gov/STDir	No	1/14/2003 8:00:00 PM	Group	Y	10: 00	0: 00	0: 00	NOW	4		247
					Client Totals:	10: 00	0: 00	0: 00				
WWOOSER, WUBBLY WUMPSCTIOUS		46	M	Chinese / Middle Eastern (Not Collected)								
	II/ADATSA/STDir	Yes	1/14/2003 8:00:00 PM	Group	Y	10: 00	0: 00	0: 00	NOW	0		
					Client Totals:	10: 00	0: 00	0: 00				
<b>TOTAL TREATMENT COUNT: 13</b>						<b>37: 00</b>	<b>1: 00</b>	<b>1: 00</b>				

## D6 Discharge Listing

### Description/Purpose:

The D6 report lists all discharges that took place at an agency during the given date range. This report also displays the last treatment activity and calculates the duration of the admission from admission to discharge and from admission to last treatment activity.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Name *Client Name*
- Age *Age at admission*
- Sex
- Funding Info *Modality, Contract, Fund Source in effect at discharge*
- Title XIX
- Admit Date *This cell in the report contains three dates.  
The first date listed is the client's admission date.*
- [Treatment Activity Date] *Date of most recent treatment activity that the client attended or had an excused absence.*
- (Discharge Date) *Discharge date*
- Discharge Type
- Relapsed *Indicates if the client left treatment due to relapse.*
- Elapsed Days Adm-Dis *Duration of treatment from admission to discharge.*
- Elapsed Days [Adm-Tx] *Duration of treatment from admission to last treatment activity that the client attended or had an excused absence*
- Cont. Mod. *Recommended continuing drug and alcohol treatment modality*

Name:	Age:	Sex:	Funding Info:	Title XIX:	Admit [Treatment Activity] (Discharge) Date:	...
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Discharge Type:	Relapsed:	Elapsed Days (Adm-Dis)[Adm-Tx]:	Cont. Mod:
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[Field example]

**Sorted by:**

Name  
Admission Date

**Short Detox Included:** Yes**Notes:**

- Any funding displayed or filtered on is the funding in effect at the discharge date.
- County level users can select any one agency. The report will automatically be filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

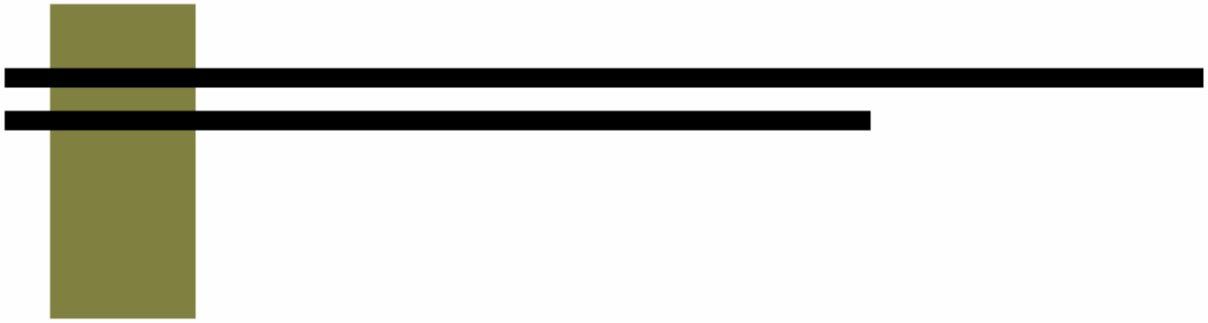
**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- ✓ Client

**Report Sample: D6 Discharge Listing**

D6 - Client Discharge Listing Report 1/1/2002 to 3/30/2002 11:59:00 PM									
Name:	Age:	Sex:	Funding Info:	Title XIX:	Admit [Treatment Activity] (Discharge) Date:	Discharge Type:	Relapsed:	Elapsed Days (Adm-Dis)[Adm-Tx]:	Cont. Mod:
WWARGLE, BARGLE	69	M	Intensive Outpatie - SSI - County Community S	Yes	01/15/2002 [03/25/2002] (03/29/2002)	No Contact/Abort	Yes	73[69]	Long-Term Residential
WWDATSATEST, MAGNUS	88	F	Intensive Outpatie - ADATSA - County Community S	No	01/15/2002 [02/01/2002] (02/02/2002)	Completed Treatment	No	18[17]	Intensive Outpatient
WWDATSATEST, MAGNUS	88	F	Outpatient - ADATSA - County Community S	No	02/16/2002 [02/28/2002] (03/01/2002)	Client Died	Yes	13[12]	
WWDATSATEST, MAGNUS	88	F	Intensive Outpatie - Other/None - Other	No	03/02/2002 [03/05/2002] (03/06/2002)	Completed Treatment	No	4[3]	Detoxification
WWONKO, SANE	68	M	Intensive Outpatie - Other/None - Other	Yes	12/15/2001 [No Treatment Activities] (01/01/2002)	Completed Treatment	No	17[0]	
WWRETEST, MORGAN LEFEY	99	F	Intensive Outpatie - ADATSA - County Community S	No	03/01/2002 [No Treatment Activities] (03/15/2002)	Client Died	Not Collected	14[0]	Group Care Enhancement
WWUNDERFUL, AINT IT	66	M	Intensive Outpatie - Other/None - Other	No	03/25/2002 [No Treatment Activities] (03/25/2002)	Client Died	Yes	0[0]	Detoxification
TOTAL COUNT: 7								TOTAL ELAPSED DAYS (Adm-Dis)/[Adm-Tx]:	138[108]





## M Reports







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## M1 Staff Services

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### Description/Purpose:

Lists all milestones and treatment activities that occurred within the date range. The M1 report is grouped by the staff member that performed the activity or milestone.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

The report will display either calendar year or fiscal year data depending on the month in the start date. See the Notes for details.

### Fields in the report:

- Staff
- Activity *Admission, assessment, discharge or treatment activity*
- Quarter *Four columns. The months displayed will depend on whether this report is run as a fiscal or calendar year report.*
- YTD *Year to date totals*
- Qty *Number of each activity or milestone*
- Hours *Number of hours that each activity or milestone took*

STAFF	ACTIVITY	JAN - MAR 2002		APR - JUN 2002		JUL - SEP 2002		OCT - DEC 2002		YEAR TO DATE	
		QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS

[Field example: Calendar Year 2002]

STAFF	ACTIVITY	JUL - SEP 2001		OCT - DEC 2001		JAN - MAR 2002		APR - JUN 2002		YEAR TO DATE	
		QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS

[Field example: Fiscal Year 2002]

### Sorted by:

Staff

Short Detox Included: No

**Notes:**

- This report generates results for either a calendar or fiscal year depending on the Start Date chosen.
  - If the month in the Start Date is January then the report displays the calendar year.
  - If the month in the Start Date is not January then the report displays the fiscal year.
- The fiscal year runs from July of the year prior to the Start Date through June of the year in the Start Date.
- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: M1 Staff Services [Fiscal Year]**

M1 - STAFF DIRECT SERVICES Fiscal Year 2003											
STAFF	ACTIVITY	JUL - SEP 2002		OCT - DEC 2002		JAN - MAR 2003		APR - JUN 2003		YEAR TO DATE	
		QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS	QTY	HOURS
ARKLESEIZURE, GREAT GREEN											
	Admission	23	38.15	17	29.82	14	25.4	12	21.75	66	115.12
	Discharge	23	NA	17	NA	19	NA	11	NA	70	NA
	Total:	46	38.15	34	29.82	33	25.40	23	21.75	136	115.12
BRANDYBUCK, MERRY H											
	Admission	18	39.5	20	47	20	43	24	55	82	184.5
	Discharge	20	NA	22	NA	18	NA	18	NA	78	NA
	TX Activity	530	687.25	379	367.25	449	596.75	484	611	1842	2262.25
	Total:	568	726.75	421	414.25	487	639.75	526	666.00	2002	2446.75
ELEPHANT, PACHY DERM											
	Admission	8	11	6	8	20	20	7	9	41	48
	Assessment	3	9	8	24	18	54	10	30	39	117
	Discharge	5	NA	7	NA	6	NA	14	NA	32	NA
	TX Activity	198	343	212	354	221	385	235	405.5	866	1487.5
	Total:	214	363.00	233	386.00	265	459.00	266	444.50	978	1652.50
SMURF, PAPA H											
	Admission	5	5	7	7	6	6	9	11	27	29
	Assessment	4	6	1	2	2	4	4	12	11	24
	Discharge	8	NA	7	NA	1	NA	5	NA	21	NA
	TX Activity	581	969.5	343	642	442	998	518	1178	1884	3787.5
	Total:	598	980.50	358	651.00	451	1008.00	536	1201.00	1943	3840.50
Grand Total:		2050	2872.13	1741	2373.57	1998	3109.02	2304	3470.10	8093	11824.82

## M2 Facility Services

### Description/Purpose:

The M2 report displays totals of all milestones performed and the number of different clients served. The information is grouped by funding information.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Fund Source
- Contract Type
- Modality
- Total Assessments (Dup) *Number of assessments performed during the date range*
- Clients Assessed (Undup) *Number of unique clients assessed during the date range*
- Total Admits (Dup) *Number of admissions performed during the date range*
- Clients Admitted (Undup) *Number of unique clients admitted during the date range*
- Clients Served (Undup) *Of the total number of assessments, admissions and discharges, how many unique client's are represented*
- Total Discharged (Dup) *Number of discharges performed during the date range*
- Clients Discharged (Undup) *Number of unique clients discharged during the date range*
- Total *Total for the contract type*
- Grand Total *Total for the fund source*

FUNDSOURCE	CONTRACT TYPE	MODALITY	TOTAL ASSESSMENTS (DUP)	CLIENTS ASSESSED (UNDUP)	TOTAL ADMITS (DUP)	CLIENTS ADMITTED (UNDUP)	CLIENTS SERVED (UNDUP)	TOTAL DISCHARGED (DUP)	CLIENTS DISCHARGED (UNDUP)
County Community Services									
		Adult Outpatient							
		Intensive Outpatient							
			0	0	12	12	15	4	4
		Non-ADATSA Assessment							
			28	28	0	0	28	0	0
		Outpatient							
			0	0	35	34	57	29	29
		Total:	28	28	47	46	100	33	33
		Grand Total:	30	30	72	71	142	58	58

[Field example]

### Sorted by:

Fund Source  
Contract  
Modality

**Short Detox Included:** No

**Notes:**

- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters**

**Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: M2 Facility Services**

M2 - FACILITY SERVICES REPORT										
From: 4/1/2003 to 5/1/2003 11:59:00 PM										
FUND SOURCE	CONTRACT TYPE	MODALITY	TOTAL ASSESSMENTS (DUP)	CLIENTS ASSESSED (UNDUP)	TOTAL ADMITS (DUP)	CLIENTS ADMITTED (UNDUP)	CLIENTS SERVED (UNDUP)	TOTAL DISCHARGED (DUP)	CLIENTS DISCHARGED (UNDUP)	
County Community Services										
Adult Outpatient										
Intensive Outpatient										
			0	0	7	7	8	1	1	
Non-ADATSA Assessment										
			18	18	0	0	18	0	0	
Outpatient										
			0	0	17	17	26	9	9	
Total:			18	18	24	24	52	10	10	
Grand Total:			19	19	35	35	69	15	15	
Federal Direct										
Indian Health Service (IHS)										
Intensive Inpatient										
			0	0	5	5	9	5	5	
Non-ADATSA Assessment										
			1	1	0	0	1	0	0	
Outpatient										
			0	0	1	1	1	0	0	
Total:			1	1	6	6	11	5	5	
Grand Total:			1	1	6	6	11	5	5	

---

## M3 Client Demographics, Admission

---

### Description/Purpose:

This report totals the number of clients and admissions for each quarter of the selected fiscal year. The report gives detailed information of the demographic categories of the clients.

### How to run this report:

Enter a Start and End Date, up to one year in duration. Set any desired filters. Click on the report name. The report will give information for the fiscal year selected in the Start Date.

### Fields in the report:

- |                       |   |
|-----------------------|---|
| ▪ Quarter             | <i>Jul-Sept of the year prior to the Start Date<br/>Oct-Dec of the year prior to the Start Date<br/>Jan-Mar of the Start year<br/>Apr-Jun of the Start year<br/>Total for the fiscal year</i> |
| ▪ Year to Date        |   |
| ▪ Qty                 |   |
| ▪ Percent             | <i>Percent of total admissions</i>  |
| ▪ Unduplicated        | <i>Number of unique clients admitted</i>  |
| ▪ Duplicated          | <i>Number of admissions, includes multiple counts from the same client(s)</i>   |
| ▪ Gender              | <i>Male/Female</i>  |
| ▪ Age                 | <i>Age at admission grouped in the following categories:<br/>Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65</i>   |
| ▪ Race/Ethnicity      | <i>Number of responses for each race/ethnicity and percentage of total admissions</i>   |
| ▪ Spanish/Hisp Origin | <i>Number of responses for each Spanish/Hispanic/Latino and percentage of total admissions</i>  |

CATEGORY	JUL - SEP		OCT - DEC		JAN - MAR		APR - JUN		YEAR TO DATE	
ACTIVITY	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT
ADMISSION										
Unduplicated										
Duplicated										
GENDER										
Male										
Female										
AGE										
Under 14										
:										
Over 65										
RACE/ETHNICITY										
Aleut										
:										
White/European American										
SPANISH/HISP ORIGIN										
Cuban										
:										
Not Collected										

[Field example]

**Sorted by:**

Ordered by category (Admission, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

**Short Detox Included:** No



**Notes:**

- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display the percentage of total admissions for clients that indicated that they were of a particular race or ethnicity.  
For example: If two clients are admitted in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the admissions for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as the other client, who made up 50% of the clients admitted this quarter, was Laotian and Japanese.
- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- The Unduplicated Year-to-Date value is a total of the four quarterly values and does not provide an unduplicated count for the year. Each client is counted only once per quarter.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	Target
County	Report
RA	Report

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: M3 Client Demographics, Admission

### M3 - Client Demographics - Admission Report For Fiscal Year: 2002

CATEGORY	JUL - SEP		OCT - DEC		JAN - MAR		APR - JUN		YEAR TO DATE	
ACTIVITY	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT
<b>ADMISSION</b>										
Unduplicated	2		34		26		13		75	
Duplicated	2		72		44		15		133	
<b>GENDER</b>										
Male	0	0	19	55.88	15	57.69	9	69.23	43	57.33
Female	2	100	15	44.12	11	42.31	4	30.77	32	42.67
<b>AGE</b>										
Under 14	0	0	0	0	0	0	0	0	0	0
14 - 16	0	0	1	2.94	0	0	0	0	1	1.33
17 - 18	0	0	0	0	0	0	0	0	0	0
19 - 20	0	0	0	0	2	7.69	1	7.69	3	4
21 - 30	0	0	4	11.76	5	19.23	2	15.38	11	14.67
31 - 40	0	0	5	14.71	3	11.54	0	0	8	10.67
41 - 50	2	100	10	29.41	4	15.38	1	7.69	17	22.67
51 - 65	0	0	6	17.65	3	11.54	2	15.38	11	14.67
Over 65	0	0	8	23.53	9	34.62	7	53.85	24	32
<b>RACE/ETHNICITY</b>										
Other Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black/African American	0	0	6	17.65	4	15.38	1	7.69	11	14.67
Chinese	1	50	7	20.59	4	15.38	3	23.08	15	20
Eskimo/Alaskan Native	0	0	3	8.82	2	7.69	1	7.69	6	8
Filipino	0	0	1	2.94	0	0	0	0	1	1.33
Guamanian	0	0	0	0	0	0	0	0	0	0
Hawaiian	0	0	1	2.94	0	0	0	0	1	1.33
Asian Indian	0	0	3	8.82	8	30.77	7	53.85	18	24
Japanese	0	0	0	0	0	0	0	0	0	0
Korean	0	0	0	0	0	0	0	0	0	0
Laotian	0	0	0	0	1	3.85	0	0	1	1.33
Cambodian	2	100	6	17.65	6	23.08	2	15.38	16	21.33
Native American	0	0	5	14.71	3	11.54	1	7.69	9	12
Other Race	0	0	0	0	0	0	0	0	0	0
Refused to Answer	0	0	1	2.94	1	3.85	0	0	2	2.67
Samoan	0	0	0	0	0	0	0	0	0	0
Thai	0	0	2	5.88	1	3.85	1	7.69	4	5.33
Aleut	0	0	4	11.76	6	23.08	5	38.46	15	20
Vietnamese	0	0	0	0	0	0	0	0	0	0
White/European American	0	0	10	29.41	5	19.23	1	7.69	16	21.33
Unknown	0	0	0	0	0	0	0	0	0	0
Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Other Asian	0	0	0	0	0	0	0	0	0	0
Middle Eastern	0	0	2	5.88	0	0	0	0	2	2.67
Not collected	0	0	1	2.94	0	0	0	0	1	1.33
<b>SPANISH/HISP ORIGIN</b>										
Cuban	0	0	1	2.94	2	7.69	4	30.77	7	9.33
Mexican, Mexican American, Chicano	1	50	4	11.76	1	3.85	0	0	6	8
Not Spanish/Hispanic/Latino	1	50	14	41.18	11	42.31	2	15.38	28	37.33
Other Spanish/Hispanic/Latino	0	0	2	5.88	1	3.85	2	15.38	5	6.67
Puerto Rican	0	0	3	8.82	3	11.54	0	0	6	8
Refused to Answer	0	0	3	8.82	2	7.69	2	15.38	7	9.33
Unknown	0	0	3	8.82	1	3.85	1	7.69	5	6.67
Not Collected	0	0	4	11.76	5	19.23	2	15.38	11	14.67

---

## M3 Client Demographics, Clients in Treatment

---

### Description/Purpose:

This report displays demographic information for the clients in treatment during a given date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- |                       |   |
|-----------------------|---|
| ▪ Qty                 |   |
| ▪ Percent             | <i>Percent of total admissions</i>  |
| ▪ Unduplicated        | <i>Number of unique clients admitted</i>  |
| ▪ Duplicated          | <i>Number of admissions, includes multiple counts from the same client(s)</i>   |
| ▪ Gender              | <i>Male/Female</i>  |
| ▪ Age                 | <i>Age at admission grouped in the following categories:<br/>Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65</i> |
| ▪ Race/Ethnicity      | <i>Number of responses for each race/ethnicity and percentage of total admissions</i>   |
| ▪ Spanish/Hisp Origin | <i>Number of responses for each Spanish/Hispanic/Latino and percentage of total admissions</i>                                      |

CATEGORY	COUNTS	
ACTIVITY	QTY	PERCENT
<b>ADMISSION</b>		
Unduplicated		
Duplicated		
<b>GENDER</b>		
Male		
Female		
<b>AGE</b>		
Under 14		
:		
Over 65		
<b>RACE/ETHNICITY</b>		
Aleut		
:		
White/European American		
<b>SPANISH/HISP ORIGIN</b>		
Cuban		
:		
Not Collected		

[Field example]

**Sorted by:**

Ordered by category (Admission, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

**Short Detox Included:** No

**Notes:**

- This report will display information on all clients admitted but not discharged as of the start date, plus all clients admitted during the selected date range.
- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display what percentage of total admissions are for clients that indicated that they were of a particular race or ethnicity.  
 For example: If two clients are admitted in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the admissions for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as the other client, who made up 50% of the clients admitted this quarter, was Laotian and Japanese.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: M3 Client Demographics, In Treatment

### M3 - Client Demographics - In Treatment 8/8/2008 to 8/8/2008 11:59:00 PM

CATEGORY		COUNTS	
ACTIVITY		QTY	PERCENT
<b>ADMISSIONS</b>			
Unduplicated		372	
Duplicated		372	
<b>GENDER</b>			
Male		245	65.86
Female		127	34.14
<b>AGE</b>			
Under 14		0	0
14 - 16		0	0
17 - 18		1	.27
19 - 20		15	4.03
21 - 30		106	28.49
31 - 40		119	31.99
41 - 50		109	29.3
51 - 65		16	4.3
Over 65		6	1.61
<b>RACE/ETHNICITY</b>			
Other Asian/Pacific Islander		1	.27
Black/African American		41	11.02
Chinese		2	.54
Eskimo/Alaskan Native		1	.27
Filipino		1	.27
Guamanian		0	0
Hawaiian		1	.27
Asian Indian		3	.81
Japanese		0	0
Korean		0	0
Laotian		2	.54
Cambodian		3	.81
Native American		8	2.15
Other Race		13	3.49
Refused to Answer		2	.54
Samoan		3	.81
Thai		1	.27
Aleut		0	0
Vietnamese		3	.81
White/European American		274	73.66
Unknown		0	0
Other Pacific Islander		2	.54
Other Asian		2	.54
Middle Eastern		1	.27
Not collected		13	3.49
<b>SPANISH/HISP ORIGIN</b>			
Cuban		2	.54
Mexican, Mexican American, Chicano		6	1.61
Not Spanish/Hispanic/Latino		323	86.83
Other Spanish/Hispanic/Latino		12	3.23
Puerto Rican		0	0
Refused to Answer		1	.27
Unknown		1	.27
Not Collected		27	7.26

---

## M3 Client Demographics, Assessment

---

### Description/Purpose:

This report totals the number of clients and assessments for each quarter of the selected fiscal year. The report gives detailed information of the demographic categories of the clients.

### How to run this report:

Enter a Start and End Date, up to one year in duration. Set any desired filters. Click on the report name. The report will give information for the fiscal year selected in the Start Date.

### Fields in the report:

- |                       |   |
|-----------------------|---|
| ▪ Quarter             | <i>Jul-Sept of the year prior to the Start Date<br/>Oct-Dec of the year prior to the Start Date<br/>Jan-Mar of the Start year<br/>Apr-Jun of the Start year<br/>Total for the fiscal year</i> |
| ▪ Year to Date        |   |
| ▪ Qty                 |   |
| ▪ Percent             | <i>Percent of total assessments</i>   |
| ▪ Unduplicated        | <i>Number of unique clients assessed</i>  |
| ▪ Duplicated          | <i>Number of assessments, includes multiple counts from the same client(s)</i>  |
| ▪ Gender              | <i>Male/Female</i>  |
| ▪ Age                 | <i>Age at assessment grouped in the following categories:<br/>Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65</i>  |
| ▪ Race/Ethnicity      | <i>Number of responses for each race/ethnicity and percentage of total assessments</i>  |
| ▪ Spanish/Hisp Origin | <i>Number of responses for each Spanish/Hispanic/Latino and percentage of total assessments</i>   |
| ▪ Priority Population |   |

CATEGORY	JUL - SEP 2007		OCT - DEC 2007		JAN - MAR 2008		APR - JUN 2008		YEAR TO DATE	
ACTIVITY	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT
<b>ASSESSMENTS</b>										
Unduplicated										
Duplicated										
<b>GENDER</b>										
Male										
Female										
<b>AGE</b>										
Under 14										
:										
Over 65										
<b>RACE/ETHNICITY</b>										
Aleut										
:										
White/European American										
<b>SPANISH/HISP ORIGIN</b>										
Cuban										
:										
Not Collected										
<b>PRIORITY POPULATION</b>										
Child Protective Services										
:										
Pregnant										

[Field example]

**Sorted by:**

Ordered by category (Assessment, Gender, Age, Race/Ethnicity, Spanish/Hispanic)

**Short Detox Included:** No



**Notes:**

- Since multiple responses to the race/ethnicity question are allowed, the Race/Ethnicity Qty fields will be incremented by one for each response each client makes. The Race/Ethnicity Percent fields will display what percentage of total assessments are for clients that indicated that they were of a particular race or ethnicity.  
For example: If two clients are assessed in a quarter; One indicates that he is Laotian and Japanese. The second client indicates that she is Native American. The total number of responses in the Qty fields would be 3. In the Percent field there would be 50% in the Native American category as this client composed 50% of the assessments for that quarter. In both the Laotian and Japanese categories 50% would also be displayed as 50% of the clients assessments this quarter were
- The Unduplicated Year-to-Date value is a total of the four quarterly values and does not provide an unduplicated count for the year. Each client is counted only once per quarter.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

# Report Sample: M3 Client Demographics, Assessment

M3 - Client Demographics - Assessment For Fiscal Year: 2008											
CATEGORY	JUL - SEP 2007		OCT - DEC 2007		JAN - MAR 2008		APR - JUN 2008		YEAR TO DATE		
ACTIVITY	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	QTY	PERCENT	
<b>ASSESSMENTS</b>											
Duplicated	31		21		27		28		107		
Unduplicated	31		21		27		28		107		
<b>GENDER</b>											
Male	22	70.97	12	57.14	23	85.19	19	67.86	76	71.03	
Female	9	29.03	9	42.86	4	14.81	9	32.14	31	28.97	
<b>AGE</b>											
Under 14	0	0	0	0	0	0	0	0	0	0	
14 - 16	0	0	0	0	0	0	0	0	0	0	
17 - 18	0	0	1	4.76	0	0	0	0	1	.93	
19 - 20	1	3.23	1	4.76	1	3.7	1	3.57	4	3.74	
21 - 30	8	25.81	7	33.33	13	48.15	11	39.29	39	36.45	
31 - 40	11	35.48	5	23.81	6	22.22	7	25	20	27.1	
41 - 50	9	29.03	4	19.05	6	22.22	6	21.43	25	23.36	
51 - 65	2	6.45	3	14.29	0	0	3	10.71	8	7.48	
Over 65	0	0	0	0	1	3.7	0	0	1	.93	
<b>RACE/ETHNICITY</b>											
Other Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0	
Black/African American	4	12.9	1	4.76	1	3.7	2	7.14	8	7.48	
Chinese	0	0	0	0	0	0	0	0	0	0	
Eskimo/Alaskan Native	1	3.23	0	0	0	0	1	3.57	2	1.87	
Filipino	1	3.23	0	0	0	0	1	3.57	2	1.87	
Guamanian	0	0	0	0	0	0	0	0	0	0	
Hawaiian	0	0	0	0	0	0	0	0	0	0	
Asian Indian	0	0	1	4.76	0	0	0	0	1	.93	
Japanese	0	0	0	0	0	0	0	0	0	0	
Korean	0	0	0	0	0	0	0	0	0	0	
Laotian	0	0	0	0	0	0	0	0	0	0	
Cambodian	0	0	0	0	0	0	0	0	0	0	
Native American	15	48.39	12	57.14	19	70.37	17	60.71	63	58.88	
Other Race	0	0	1	4.76	0	0	2	7.14	3	2.8	
Refused to Answer	0	0	0	0	0	0	0	0	0	0	
Samoan	0	0	0	0	0	0	0	0	0	0	
Thai	0	0	0	0	0	0	0	0	0	0	
Aleut	0	0	0	0	1	3.7	0	0	1	.93	
Vietnamese	0	0	0	0	0	0	0	0	0	0	
White/European American	10	32.26	6	28.57	6	22.22	5	17.86	27	25.23	
Unknown	0	0	0	0	0	0	0	0	0	0	
Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	
Other Asian	0	0	0	0	0	0	0	0	0	0	
Middle Eastern	0	0	0	0	0	0	0	0	0	0	
Not collected	0	0	0	0	0	0	2	7.14	2	1.87	
<b>SPANISH/HISP ORIGIN</b>											
Cuban	0	0	0	0	1	3.7	0	0	1	.93	
Mexican, Mexican American, Chicano	0	0	2	9.52	2	7.41	2	7.14	6	5.61	
Not Spanish/Hispanic/Latino	31	100	18	85.71	23	85.19	22	78.57	94	87.85	
Other Spanish/Hispanic/Latino	0	0	0	0	1	3.7	3	10.71	4	3.74	
Puerto Rican	0	0	1	4.76	0	0	0	0	1	.93	
Refused to Answer	0	0	0	0	0	0	1	3.57	1	.93	
Unknown	0	0	0	0	0	0	0	0	0	0	
Not Collected	0	0	0	0	0	0	0	0	0	0	
<b>PRIORITY POPULATION</b>											
No priority/not applicable	29	93.55	1	4.76	0	0	0	0	30	28.04	
Child Protective Services	0	0	0	0	0	0	0	0	0	0	
IV Drug User	0	0	0	0	0	0	0	0	0	0	
Pregnant	0	0	0	0	0	0	0	0	0	0	
Children in the home	0	0	0	0	0	0	0	0	0	0	
Not collected	0	0	0	0	0	0	0	0	0	0	

## M4 Contract Performance, Admission/Assessment

### Description/Purpose:

This report provides the number of admissions and assessments performed during the time frame ordered by fund source, contract type and modality.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Fund Source
- Contract Type
- Modality
- Activity Type *Assessment or Admission*
- Clients Served *Number of unique clients*
- Sessions *Number of admissions or assessments*
- Hours Served *This is the sum of how long it took to administer the assessment or admission*
- XIX *Number of or number of hours or admissions/assessments in which the client had Title XIX funding*
- Non XIX *Number of or number of hours or admissions/assessments in which the client did not have Title XIX funding*
- Total
- Grand Total *Total for each fund source*

FUND SOURCE	CONTRACT TYPE	MODALITY	ACTIVITY TYPE	CLIENTS SERVED	SESSIONS			HOURS SERVED						
					XIX	Non XIX	Total	XIX	Non XIX	Total				
Agency Funded														
Other/None														
Intensive Inpatient														
Assessment														
Admission														
Total:														
Grand Total:														

[Field example]

### Sorted by:

Fund Source  
Contract Type  
Modality

Short Detox Included: No

**Notes:**

- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: M4 Admission/Assessment**

<b>M4 - Contract Performance - Admission/Assessment Counts</b> <b>From: 7/1/2002 to 8/2/2002 11:59:00 PM</b>									
FUND SOURCE	CONTRACT TYPE	MODALITY	ACTIVITY TYPE	CLIENTS SERVED	SESSIONS		HOURS SERVED		
					XIX	Non XIX	Total	XIX	Non XIX
Agency Funded									
Other/None									
Intensive Inpatient									
Admission				1	0	1	1	0: 00	2: 10
Total:				1	0	1	1	0: 00	2: 10
Grand Total:				1	0	1	1	0: 00	2: 10
County Community Services									
ADATSA									
Outpatient									
Admission				6	0	6	6	0: 00	14: 00
Total:				6	0	6	6	0: 00	14: 00
Adult Outpatient									
Intensive Outpatient									
Admission				5	0	5	5	0: 00	5: 00
Non-ADATSA Assessment									
Assessment				8	0	8	8	0: 00	19: 00
Outpatient									
Admission				10	1	9	10	1: 30	11: 00
Total:				23	1	22	23	1: 30	35: 00
Grand Total:				29	1	28	29	1: 30	49: 00
									50: 30



## M4 Contract Performance, Group

### Description/Purpose:

This report provides a summary of all of the group treatment activities provided during the date range. The number of clients and time spend providing group activities is displayed ordered by fund source, contract type, modality and group name.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Fund Source
- Contract Type
- Modality
- Group Code
  - The name of the treatment group. If a group activity was entered and not associated with a particular group then this field will be blank*
- Clients Served
  - Number of unique clients*
- Hours Served
  - This is the sum of how long it took to administer the group treatment activities*
- XIX
  - Number of hours of group treatment activities in which the client had Title XIX funding*
- Non XIX
  - Number of hours of group treatment activities in which the client did not have Title XIX funding*
- Total
  - Total for the indicated modality*
- Funding Total
  - Total for the indicated fund source*
- Grand Total
  - Total of all group activities provided during the time frame*

FUND SOURCE	CONTRACT TYPE	MODALITY	GROUP CODE	CLIENTS SERVED	HOURS SERVED		
					XIX	Non XIX	Total
Other							
	Other/None						
		Intensive Outpatient					
			Some Group Name				
		Total:					
Funding Total:							
Grand Total:							

[Field example]

**Sorted by:**

Fund Source  
 Contract Type  
 Modality  
 Group Code

**Short Detox Included:** No

**Notes:**

- This report returns statewide results for Ra's and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

Report Sample: M4 Group

**M4 - Contract Performance - Detail (Group)**  
**From: 1/1/2003 to 12/31/2003 11:59:00 PM**

FUND SOURCE	CONTRACT TYPE	MODALITY	GROUP CODE	CLIENTS SERVED	HOURS SERVED		
					XIX	Non XIX	Total
<b>County Community Services</b>							
<b>ADATSA</b>							
<b>Outpatient</b>							
			DASA TEST GROUP	2	6	0	6
			Mother of all groups	1	10	0	10
		Total:		3	16.00	.00	16.00
<b>Criminal Justice</b>							
<b>Intensive Outpatient</b>							
			abab's number 1 group	1	0	1.5	1.5
			Best test group ever	1	0	1.5	1.5
		Total:		1	2.00	.00	2.00
	Funding Total:			6	18.00	3.00	21.00
<b>Other</b>							
<b>Other/None</b>							
<b>Intensive Outpatient</b>							
			Fear of Sanity	1	10	22.5	32.5
	Total:			1	10.00	22.50	32.50
	Funding Total:			1	10.00	22.50	32.50
	Grand Total:			12	60.50	55.50	116.00



---

## M4 Contract Performance, Summary

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### Description/Purpose:

This report provides a summary of all of the treatment activities provided during the date range. The number of clients and time spent providing each activity type is displayed ordered by fund source, contract type, modality and activity type.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

▪ Fund Source	
▪ Contract Type	
▪ Modality	
▪ Activity Type	<i>The type of activity performed: Acupuncture, Case Management, Childcare, Conjoint, Family, Group, Individual, Methadone Dose Change, Urinalysis Sample</i>
▪ Clients Served	<i>Number of unique clients</i>
▪ Sessions	<i>Number of treatment activities</i>
▪ Hours Served	<i>This is the sum of how long it took to administer the treatment activities</i>
▪ XIX	<i>Number of or number of hours of treatment activities in which the client had Title XIX funding</i>
▪ Non XIX	<i>Number of or number of hours of treatment activities in which the client did not have Title XIX funding</i>
▪ Total	<i>Number of or number of hours of treatment activities.</i>
▪ Modality Total	<i>Total for the indicated modality</i>
▪ Contract Total	<i>Total for the indicated contract type</i>
▪ Funding Total	<i>Total for the indicated fund source</i>
▪ Grand Total	<i>Total of all treatment activities provided during the time frame</i>
▪ Childcare Hours	<i>Number of hours spend providing child care</i>

M4 - Contract Performance - Summary											
From: 1/1/2003 to 12/31/2003 11:59:00 PM											
FUNDSOURCE	CONTRACT TYPE	MODALITY	ACTIVITY TYPE	CLIENTS SERVED	SESSIONS			HOURS SERVED			CHILDCARE HOURS
					XIX	Non XIX	Total	XIX	Non XIX	Total	
County Community Services											
	Other/None										
		Intensive Outpatient									
			Group								
			Individual								
			Urinalysis Sample								
		Modality Total:									
	Contract Total:										
Funding Total:											
Grand Total:											

[Field example]

### Sorted by:

Fund Source  
Contract Type  
Modality  
Activity Type

**Short Detox Included:** No

### Notes:

- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: M4 Summary**

M4 - Contract Performance - Summary											
From: 1/1/2003 to 12/31/2003 11:59:00 PM											
FUND SOURCE	CONTRACT TYPE	MODALITY	ACTIVITY TYPE	CLIENTS SERVED	SESSIONS			HOURS SERVED			CHILDCARE HOURS
					XIX	Non XIX	Total	XIX	Non XIX	Total	
County Community Services											
ADATSA											
Outpatient											
			Acupuncture		1	3	0	3	3	0	3
			Case Management		1	1	0	1	1	0	1
			Group		2	3	0	3	16	0	16
			Individual		1	3	0	3	3	0	3
			Modality Total:		5	10	0	10	23.00	.00	23.00
			Contract Total:		5	10	0	10	23.00	.00	23.00
Funding Total:					13	21	16	37	33.00	24.00	57.00
Other											
Other/None											
Intensive Outpatient											
			Group		2	5	15	20	10	22.5	32.5
			Individual		1	2	0	2	2	0	2
			Urinalysis Sample		1	1	0	1	0	0	0
			Modality Total:		4	8	15	23	12.00	22.50	34.50
			Contract Total:		4	8	15	23	12.00	22.50	34.50
Funding Total:					4	8	15	23	12.00	22.50	34.50
Grand Total:					21	45	34	79	77.50	69.50	147.00

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## M5 Discharge Type

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### Description/Purpose:

This report lists the number of discharges during the selected date range. The discharges are classified as Completed, Not Completed or Other. Each discharge is further classified by demographic categories of the clients.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

▪ Category	<i>Discharges, Age, Race/Ethnicity, Spanish/Hisp Origin</i>
▪ Item	<i>Sub category</i>
▪ Total Clients Disch	<i>Number of clients discharged</i>
▪ Total Clients (Completed)	<i>Total number of clients that had a discharge type of Completed</i>
▪ W/O Referral	
▪ Not Completed	<ul style="list-style-type: none"><li>- <i>Leave Against Program Advice</i></li><li>- <i>Leave With Program Advice</i></li><li>- <i>No Contact</i></li><li>- <i>Rule Violation</i></li><li>- <i>No Funds</i></li><li>- <i>In Prison</i></li></ul>
▪ Total NC	<i>Total number of clients that had a discharge type in the Not Completed category</i>
▪ Other Types	<i>Trans Facility</i> <i>Other Discharge, includes:</i> <ul style="list-style-type: none"><li>○ <i>Administrative Closure</i></li><li>○ <i>Inappropriate Admission</i></li><li>○ <i>Moved</i></li><li>○ <i>Not Amenable to Treatment/Lacks Engagement</i></li><li>○ <i>Not Collected</i></li><li>○ <i>Other</i></li></ul>
▪ Total Other	<i>Total number of clients that had a discharge type in the Other category.</i>
▪ Age	<i>Client age at discharge. Contains the following subcategories: Under 14, 14-16, 17-18, 19-20, 21-30, 31-40, 41-50, 51-65, Over 65</i>
▪ Race/Ethnicity	<i>Sum of clients' reported race or ethnicity. If a client has indicated that they are of more than one race/ethnicity then their information will be listed here under each appropriate subcategory.</i>
▪ Spanish/Hisp Origin	<i>Sum of clients' reported Spanish/Hispanic/Latino origins</i>

**Column Fields**

CATEGORY:		TOTAL CLIENT S DISCH	COMPLETED			...
	Item		Total Clients	%	W/O Referral	

NOT COMPLETED									
Leave APA	Leave WPA	No Contact	Client Died	Rule Viol	No Funds	In Prison	Total NC	%	...

OTHER TYPES			
Trans Facility	Other Disch	Total Other	%

**Row Fields**

DISCHARGES	
	Unduplicated
AGE	
	Under 14
	⋮
	Over 65
RACE/ETHNICITY	
	Other Asian/Pacific Islander
	⋮
	Not collected
SPANISH/HISP ORIGIN	
	Cuban
	⋮
	Not Collected

[Field example]

**Sorted by:**

Category (Discharges, Age, Race/Ethnicity, Spanish/Hisp Origin)  
 Item; Age is order by age sub-category, Race/Ethnicity and Spanish/Hisp  
 categories are ordered by the Target code number of the item in the sub-  
 category. For example, Cuban has a Target code number of 1 so it is listed  
 first in the Spanish/Hisp Origin list.

**Short Detox Included:**    No

**Notes:**

- This report returns statewide results for RA's and county staff unless an agency filter is selected.
- The categories of Completed and Not Completed do match the DASA's published definition of Treatment Completion rate. See the Trend: Discharge Type or Performance: Identified Population reports to get these numbers.
- County level users can select one or more agencies. County staff will have the report automatically filtered for the County Community Services fund source and for the appropriate governing county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Target</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

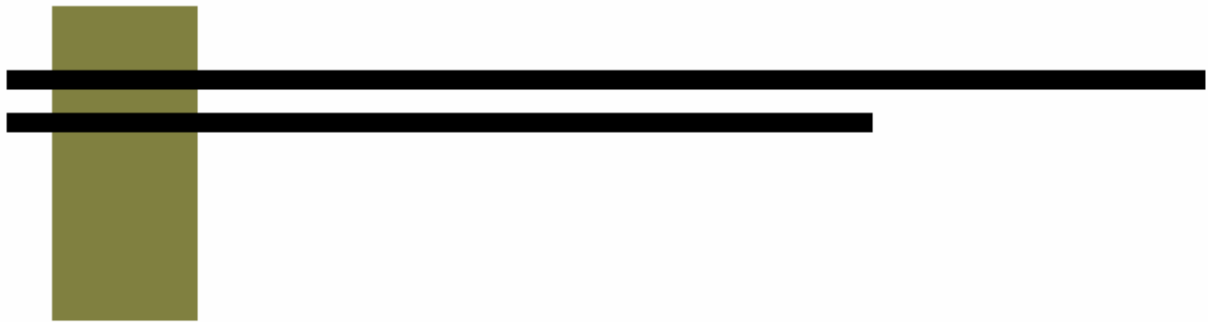
**Client/Staff**

- ✓ Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

# Report Sample: M5 Discharge Type

M5 - Discharge Type From 4/1/2002 to 7/4/2002																		
CATEGORY:	TOTAL CLIENTS DISCH	COMPLETED			NOT COMPLETED										OTHER TYPES			
Item		Total Clients	%	W/O Referral	Leave APA	Leave WPA	No Contact	Client Died	Rule Viol	No Funds	In Prison	Total NC	%	Trans Facility	Other Disch	Total Other	%	
DISCHARGES																		
Unduplicated	164	94	57.32	14	8	2	38	1	13	2	1	57	34.76	1	12	13	7.93	
AGE																		
Under 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14 - 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17 - 18	4	2	50	0	0	0	1	0	1	0	0	2	50	0	0	0	0	
19 - 20	7	4	57.14	1	0	0	0	0	2	0	0	2	28.57	0	1	1	14.29	
21 - 30	49	27	55.1	4	3	1	8	0	5	1	0	18	36.73	0	4	4	8.16	
31 - 40	64	38	59.38	9	4	0	11	0	4	1	1	21	32.81	0	5	5	7.81	
41 - 50	23	18	78.26	0	1	0	10	1	1	0	0	13	56.52	0	2	2	8.7	
51 - 65	6	4	66.67	0	0	1	0	0	0	0	0	1	16.67	1	0	1	16.67	
Over 65	1	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
RACE/ETHNICITY																		
Other Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Black/African American	7	1	14.29	1	0	0	5	0	0	0	0	5	71.43	0	1	1	14.29	
Chinese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eskimo/Alaskan Native	1	0	0	0	0	0	1	0	0	0	0	1	100	0	0	0	0	
Filipino	1	0	0	0	0	0	1	0	0	0	0	1	100	0	0	0	0	
Guamanian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hawaiian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian Indian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Japanese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Korean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laotian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Native American	75	49	65.33	4	4	1	12	0	4	2	0	23	30.67	0	3	3	4	
Other Race	7	4	57.14	0	0	1	1	0	1	0	0	3	42.86	0	0	0	0	
Refused to Answer	1	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Samoan	1	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Thai	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Alut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vietnamese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
White/European American	71	38	53.52	9	4	0	10	1	8	0	1	24	33.8	1	8	9	12.68	
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Middle Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Not collected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SPANISH/HISP ORIGIN																		
Cuban	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mexican, Mexican American, Chicano	5	4	80	0	0	1	0	0	0	0	0	1	20	0	0	0	0	
Not Spanish/Hispanic/Latino	151	84	55.62	14	8	1	29	1	12	2	1	54	35.76	1	12	13	8.61	
Other Spanish/Hispanic/Latino	3	2	66.67	0	0	0	1	0	0	0	0	1	33.33	0	0	0	0	
Puerto Rican	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Refused to Answer	3	2	66.67	0	0	0	0	0	1	0	0	1	33.33	0	0	0	0	
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Not Collected	2	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Abbreviations: Leave APA - Leave Against Program Advice Leave WPA - Leave With Program Advice No Contact - No Contact/Abort Rule Viol - Rule Violation Total NC - Total Not Completed Trans Facility - Transferred to Different Facility																		





## **Service & Outcome Reports**





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## O1 Criminal Justice Summary

---

### Description/Purpose:

The O1 report summarizes client responses, at admission and discharge, regarding their current legal involvement.  
The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- |                          |   |
|--------------------------|---|
| ▪ Legal Type             | <i>Current legal involvement categories</i>   |
| ▪ Admit                  | <i>Number of responses in each category at admission</i>  |
| ▪ Admit Percentage       | <i>Percentage of total admissions</i>   |
| ▪ Discharge              | <i>Number of responses in each category at discharge</i>  |
| ▪ Discharge Percentage   | <i>Percentage of total discharges</i>   |
| ▪ Total records reviewed | <i>Total number of client discharges in the date range that had a response to the question on both admission and discharge.</i> |

Legal Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Awaiting Charges				
:				
Petitioning for DUI Deferred Prosecution				
TOTAL RECORDS REVIEWED:				

[Field example]

### Sorted by:

Legal Type

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O1 – Criminal Justice Summary

01/01/2002 - 12/31/2002 O1 - Criminal Justice Summary Report				
Legal Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Awaiting Trial	41	6.5 %	29	0.5 %
Awaiting Charges	24	3.8%	26	4.1%
On Trial	0	.0%	0	.0%
Convicted, Awaiting Sentencing	11	1.7%	7	1.1%
Incarcerated, Pre-Trial	1	0.2%	2	0.3%
Incarcerated, Post-Conviction	2	3.2%	5	0.8%
On Probation or Parole	266	42.2%	270	42.8%
Petitioning for DUI Deferred Prosecution	13	2.1%	8	1.2%
In DUI Deferred Prosecution Status	32	5.1%	29	4.6%
In Other Supervised Program	40	6.3%	39	6.2%
Drug Court - Juvenile	0	.0%	0	.0%
Drug Court - Adult	12	0.2%	12	1.9%
Child Custody Issue	11	1.7%	10	1.6%
CPS Court Involved	24	3.8%	21	3.3%
Diversion	3	0.5 %	3	0.5 %
Not Collected	11	1.7%	10	1.6%
<b>TOTAL RECORDS REVIEWED: 631</b>				

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## O2 Domestic Violence Summary

---

### Description/Purpose:

The O2 report summarizes client responses, at admission and discharge, regarding both current and past domestic violence against the client. The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Count *Total number of responses in each answer category at admission or discharge*
- Percent *Of those that answered the question, the percentage of admissions or discharges*
- Answer *Yes, No or Uncertain*
- Total records reviewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

	At Admission:		At Discharge:	
Answer:	Count:	Percent:	Count:	Percent:
Yes:	311	50.49	315	51.14
No:	278	45.13	277	44.97
Uncertain:	2	0.32	1	0.16

[Field example]

### Sorted by:

Yes, No, Uncertain

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O2 – Domestic Violence Summary

07/01/2002 - 07/01/2003				
O2 - Domestic Violence Summary Report				
Current Victim of Domestic Violence				
	At Admission:		At Discharge:	
Answer:	Count:	Percent:	Count:	Percent:
Yes:	18	2.92	17	2.76
No:	556	90.26	559	90.75
Uncertain:	3	0.49	0	0
Past Victim of Domestic Violence				
	At Admission:		At Discharge:	
Answer:	Count:	Percent:	Count:	Percent:
Yes:	311	50.49	315	51.14
No:	278	45.13	277	44.97
Uncertain:	2	0.32	1	0.16
TOTAL RECORDS REVIEWED: 616				

---

## O3 Current Enrollment Summary

---

### Description/Purpose:

The O3 report summarizes client responses, at admission and discharge, regarding their school type and school status.

Each School Type is compared to each School Status and the number of responses that fall into each category is tabulated.

The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- School Type *Type of school client attends: Academic, Not in School/NA, Other/Alternative, Vocational/Technical*
- School Status *Dropped out, Expelled, Full Time, Not Enrolled, Part Time, Suspended*
- Admit *Number of responses in each category at admission*
- Admit Percentage *Of the clients that answered this question, the percentage of admissions*
- Discharge *Number of responses in each category at discharge*
- Discharge Percent *Of the clients that answered this question, the percentage of discharges*
- Total Records Viewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

School Type:	School Status:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Academic	Dropped Out				
Academic	Expelled				
Academic	Full Time				
Academic	Not Enrolled				
:	:				
Vocational/Technical	Suspended				
TOTAL RECORDS REVIEWED:					

[Field example]

### Sorted by:

School Type  
School Status

**Short Detox Included:** No

**Notes:**

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters**

**Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff (*filters on discharge staff*)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client



**Report Sample: O3 Current Enrollment Summary**

02/01/2006 - 02/01/2007  
**O3 - Current Enrollment Summary Report**

School Type:	School Status:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Academic	Dropped Out	0	0	0	0
Academic	Expelled	0	0	0	0
Academic	Full Time	7	1.12	7	1.12
Academic	Not Enrolled	0	0	0	0
Academic	Part Time	3	0.48	1	0.16
Academic	Suspended	0	0	0	0
Not In School/NA	Dropped Out	6	0.96	8	1.28
Not In School/NA	Expelled	0	0	0	0
Not In School/NA	Full Time	0	0	0	0
Not In School/NA	Not Enrolled	603	96.63	602	96.47
Not In School/NA	Part Time	0	0	0	0
Not In School/NA	Suspended	0	0	0	0
Other/Alternative	Dropped Out	0	0	0	0
Other/Alternative	Expelled	0	0	0	0
Other/Alternative	Full Time	0	0	0	0
Other/Alternative	Not Enrolled	0	0	0	0
Other/Alternative	Part Time	1	0.16	1	0.16
Other/Alternative	Suspended	0	0	0	0
Vocational/Technical	Dropped Out	0	0	0	0
Vocational/Technical	Expelled	0	0	0	0
Vocational/Technical	Full Time	3	0.48	4	0.64
Vocational/Technical	Not Enrolled	0	0	0	0
Vocational/Technical	Part Time	1	0.16	1	0.16
Vocational/Technical	Suspended	0	0	0	0
<b>TOTAL RECORDS REVIEWED: 624</b>					

---

## O4 Primary Residence Summary

---

**Description/Purpose:**

The O1 report summarizes client responses, at admission and discharge, regarding their current residence.

The report will give information for all clients discharged during the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Residence Type *Client's primary residence*
- Admit *Number of responses in each category at admission*
- Admit Percent *Of the clients that answered this question, the percentage of admissions*
- Discharge *Number of responses in each category at discharge*
- Discharge Percent *Of the clients that answered this question, the percentage of discharges*
- Total Records Reviewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

Residence Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Controlled Environment				
:				
Work/Training Release Ctr				
TOTAL RECORDS REVIEWED:				

[Field example]

**Sorted by:**

Residence Type

**Short Detox Included:** No

**Notes:**

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O4 Primary Residence Summary

07/01/2002 - 06/30/2003				
O4 - Primary Residence Summary Report				
Residence Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Drug-free shared/transitional housing	94	7.93	94	7.93
Foster/group home	7	0.59	7	0.59
Hospital/other institution	13	1.1	13	1.1
Jail/Prison	9	0.76	9	0.76
Homeless shelter/mission	83	7	83	7
On the street	50	4.22	50	4.22
Other	0	0	0	0
Personal residence	747	62.98	747	62.98
Pre-Release Center	0	0	0	0
Single room occupancy	15	1.26	15	1.26
Transient quarters	4	0.34	4	0.34
Unknown	0	0	0	0
Work/Training Release Ctr	0	0	0	0
Not Collected	17	1.43	17	1.43
Controlled Environment	28	2.36	28	2.36
No Stable Arrangement	119	10.03	119	10.03
Student Residence	0	0	0	0
<b>TOTAL RECORDS REVIEWED: 1186</b>				

---

## O5 Frequency of Use Summary

---

### Description/Purpose:

This report compares the frequency of substance use at discharge to admission. A summary of the change is presented for the primary, secondary and tertiary substances.

The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Primary, Secondary, Tertiary *Primary, Secondary and Tertiary substance groups will each be displayed in a separate chart*
- Discharges *Number of discharges in each change category*
- Percent *Percent of discharges in each change category*
- Change Category *Decrease, No use 30 Days @ Adm/Disch, Increase, No Change, Unknown, None Reported*
- Discharge Records Counted *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

	Discharges	Percent
<b>Primary</b>		
Decrease		
No use 30 Days @ Adm/Disch		
Increase		
No Change		
Unknown		
None Reported		
<b>Discharge Records Counted:</b>		

[Field example]

### Sorted by:

Primary, Secondary, Tertiary  
Change Category (Decrease, No use 30 Days @ Adm/Disch, Increase, No Change, Unknown, None Reported)

**Short Detox Included:** No

**Notes:**

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.
- The “No use 30 Days @ Adm/Disch” category is for those clients that indicated that they have not used that substance in the last 30 days at both admission and discharge.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters**

**Scope**

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

✓ = Filter exists and is applicable to this report



**Report Sample: O5 Frequency of Use Summary**

07/01/2002 - 06/30/2003  
**O5 - Frequency of Use Summary Report**

	Discharges	Percent
<b>Primary</b>		
Decrease	179	28.7%
No use 30 Days @ Adm/Disch	339	54.3%
Increase	10	1.6%
No Change	47	7.5%
Unknown	48	7.7%
None Reported	0	.0%
<b>Discharge Records Counted:</b>	624	
<b>Secondary</b>		
Decrease	112	17.9%
Increase	20	3.2%
No Change	418	67.0%
Unknown	43	6.9%
None Reported	31	5.0%
<b>Discharge Records Counted:</b>	624	
<b>Tertiary</b>		
Decrease	74	11.9%
Increase	10	1.6%
No Change	341	54.6%
Unknown	39	6.3%
None Reported	160	25.6%
<b>Discharge Records Counted:</b>	624	

---

## O6 Primary Employment Summary

---

### Description/Purpose:

The O6 report summarizes client responses, at admission and discharge, regarding their employment.

The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Employment Type *Employment status category*
- Admit *Number of responses in each category at admission*
- Admit Percent *Percentage of total admissions*
- Discharge *Number of responses in each category at discharge*
- Discharge Percent *Percentage of total discharges*
- Total Records Reviewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

Employment Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Employed Full-Time				
:				
Unknown				
TOTAL RECORDS REVIEWED:				

[Field example]

### Sorted by:

Employment Type

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O6 Primary Employment Summary

01/01/2002 - 12/31/2002				
O6 - Primary Employment Summary Report				
Employment Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Not Working Due to Disability	63	9.98	66	10.46
Employed Full-Time	71	11.25	81	12.84
Homemaker	17	2.69	17	2.69
Institutionalized	1	0.16	2	0.32
Military	0	0	0	0
Unemployed Not Seeking Work	101	16.01	101	16.01
Not in work force	0	0	0	0
Employed Part-Time	23	3.65	22	3.49
Retired	2	0.32	2	0.32
Employed Temp/On Call/Intermittent	7	1.11	13	2.06
Unknown	0	0	1	0.16
Unemployed Seeking Work	345	54.68	324	51.35
Not Collected	0	0	2	0.32
Under Age - Not in Workforce	0	0	0	0
<b>TOTAL RECORDS REVIEWED: 631</b>				



---

## 07 Primary Source of Income

---

### Description/Purpose:

This report summarizes client responses, at admission and discharge, regarding their primary source of income.

The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Income Type *Income source category*
- Admit *Number of responses in each category at admission*
- Admit Percent *Percentage of total admissions*
- Discharge *Number of responses in each category at discharge*
- Discharge Percent *Percentage of total discharges*
- Total Records Reviewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

Income Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Disability				
Wages/salary				
TOTAL RECORDS REVIEWED:				

[Field example]

### Sorted by:

Income Type

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O7 Primary Income Source

01/01/2002 - 12/31/2002 O7 - Primary Income Type Report				
Income Type:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
Unemployment Compensation	7	1.11	8	1.27
Disability	8	1.27	9	1.43
Family/Friend Support	21	3.33	26	4.12
None	56	8.87	100	15.85
Other	36	5.71	40	6.34
Public Assistance	414	65.61	347	54.99
Retirement Pension	0	0	0	0
Wages/salary	83	13.15	95	15.06
Not Collected	2	0.32	1	0.16
Social Security (SSA/SSDI)	4	0.63	5	0.79
<b>TOTAL RECORDS REVIEWED: 631</b>				

---

## O8 ASAM Levels

---

### Description/Purpose:

This report summarizes client ASAM levels at admission and discharge. The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- |                          |   |
|--------------------------|---|
| ▪ ASAM Description       | <i>Definition/Description of the ASAM level categories</i>  |
| ▪ Admit                  | <i>Number of responses in each category at admission</i>  |
| ▪ Admit Percent          | <i>Percentage of total admissions</i>   |
| ▪ Discharge              | <i>Number of responses in each category at discharge</i>  |
| ▪ Discharge Percent      | <i>Percentage of total discharges</i>   |
| ▪ Total Records Reviewed | <i>Total number of client discharges in the date range that had a response to the question on both admission and discharge.</i> |

ASAM Description:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
No further ASAM placement level recommended				
:				
Medically Monitored Intensive Inpatient Svcs (sobering unit)				
TOTAL RECORDS REVIEWED:				

[Field example]

### Sorted by:

ASAM level

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: O8 ASAM Levels**

01/01/2002 - 12/31/2002  
O8 - ASAM Levels

ASAM Description:	Admit:	Admit Percent:	Discharge:	Discharge Percent:
No further ASAM placement level recommended	0	0	56	8.87
Medically Managed Intensive Inpatient Svcs, Detox or Hospital	0	0	5	0.79
Medically Monitored Intensive Inpatient Svcs (sobering unit)	258	40.89	102	16.16
Clinically Managed Med/High Intensity Residential Svcs	0	0	4	0.63
Clinically Managed Medium Intensity Residential Svcs	0	0	11	1.74
Clinically Managed Low Intensity Residential Svcs	136	21.55	108	17.12
Outpatient with Partial Hospitalization	0	0	1	0.16
Intensive Outpatient	33	5.23	21	3.33
Outpatient	131	20.76	318	50.4
Opiate Maintenance Therapy	0	0	0	0
Early Intervention	0	0	4	0.63
Clinically managed residential detoxification sub-acute detox	0	0	1	0.16
Clinically managed residential detoxification acute detox	0	0	0	0
<b>TOTAL RECORDS REVIEWED: 631</b>				

---

## O9 Emergency Room Visits

---

### Description/Purpose:

This report compares the number of emergency room visits for a client at admission to the number of visits during treatment. A summary of the level of change is displayed.

The report will give information for all clients discharged during the selected date range.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Change category *Positive, Negative or No Change. A lower number of ER visits reported at discharge would be seen as positive change; a greater number as negative.*
- Count *Number of responses in each category at admission*
- Percent *Percentage of total admissions*
- Total Records Reviewed *Total number of client discharges in the date range that had a response to the question on both admission and discharge.*

	Count:	Percent:
ER Visits Positive Change		
ER Visits Negative Change		
ER Visits No Change		
TOTAL RECORDS REVIEWED:		

[Field example]

### Sorted by:

Positive, Negative, No Change

**Short Detox Included:** No

### Notes:

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	Report
County	Report
RA	Report



## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: O9 Emergency Room Visits

06/01/2002 - 05/31/2003 O9 - Emergency Room Visits		
	Count:	Percent:
ER Visits Positive Change	13	2.16
ER Visits Negative Change	155	25.75
ER Visits No Change	434	72.09
<b>TOTAL RECORDS REVIEWED:</b>	<b>602</b>	

---

## Service: Detox Performance

---

**Description/Purpose:**

This report displays the number of admissions and clients and calculates the total and average days for all clients admitted with a Detoxification modality. The report will give information for all clients discharged during the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Admits (Dup) *Total number of Detox admissions*
- Clients (Undup) *Number of unique clients discharged in the date range*
- Client Days *Total number of day of service rendered to all clients discharged during the date range.*
- Avg Days / Admission *Average length of stay. Calculated by dividing the Client Days by Admits and rounding to the nearest whole number.*

Detox Performance	Number
Admits (Dup)	
Clients (Undup)	
Client Days	
Avg Days/Admission	

[Field example]

**Sorted by:**

None

**Short Detox Included:**    Yes

**Notes:**

- This report will give results for both Detox short form admissions and regular admissions with the Detoxification modality.
- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	Report
County	Report
RA	Report



## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Service Detox Performance

10/01/2003 - 10/31/2003	
Services: Detox Performance	
Detox Performance	Number
Admits (Dup)	47
Clients (Undup)	45
Client Days	143
Avg Days/Admission	3

---

## Service: Residential Performance

---

**Description/Purpose:**

This report calculates the total number of days and clients for all clients admitted with a residential modality.

The report will give information for all clients discharged during the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Modality *Intensive Inpatient, Long-Term Residential, Recovery House*
- Bed Days *Number of days from admission to discharge for all clients admitted under each modality*
- Clients *Number of clients unique to each modality*

Residential Performance	Bed Days	Clients
Intensive Inpatient		
Long-Term Residential		
Recovery House		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Intensive Inpatient, Long-Term Residential, Recovery House

**Short Detox Included:** No

**Notes:**

- For RAs or county users, statewide results will be displayed unless an agency is selected in the filter screens.
- Bed days are calculated by subtracting the admission date from the discharge date. If the admission and discharge are on the same day it is counted as one day.
- The client count is unduplicated within each modality. A client may only be counted once for each modality.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

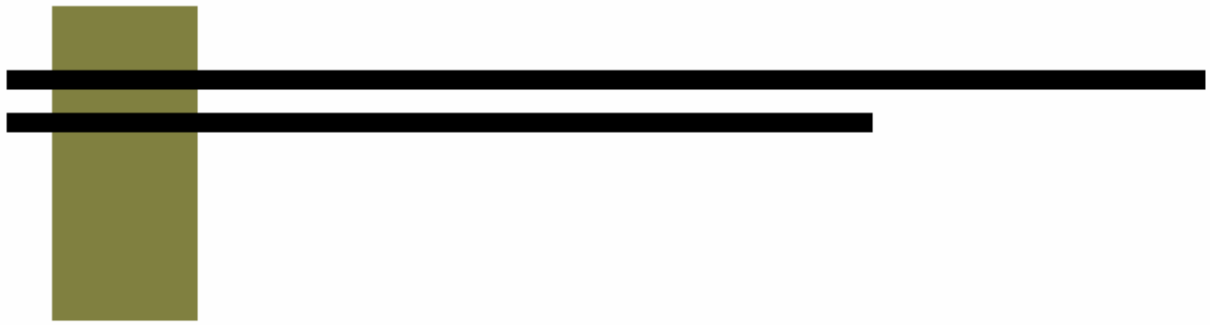
### Client/Staff

- ✓ Staff *(filters on discharge staff)*
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Service Residential Performance

08/01/2002 - 09/01/2002 Services: Residential Performance		
Residential Performance	Bed Days	Clients
Intensive Inpatient	225	17
Recovery House	214	13
<b>Totals:</b>	<b>439</b>	<b>30</b>





## Trend Reports





---

## Admission Wait

---

**Description/Purpose:**

This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions with in the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Number of Days *Date range categories*
- Number
- Percentage

Number of Days	Number	Percentage
0 - 14		
15 - 30		
31 - 60		
61 - 90		
91 - 120		
Over 120		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Number of Days

**Short Detox Included:** No

**Notes:**

- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.
- The agency filter will cause this report to display data for the selected admitting agencies. It does not filter for the ADATSA assessment center.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- ✓ Agency
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Trend, Admission Wait

08/01/2002 - 09/01/2002		
Dates Filtered Against: Admission		
Trend: Admission Wait in Days		
Number of Days	Number	Percentage
0 - 14	3	10.00
15 - 30	6	20.00
31 - 60	7	23.33
61 - 90	6	20.00
91 - 120	4	13.33
Over 120	4	13.33
<b>Totals:</b>	<b>30</b>	<b>99.99</b>



---

## Discharge Listing

---

**Description/Purpose:**

This report lists the number of each type of discharge that occurred in the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Discharge type*
- Number
- Percentage

Description	Number	Percentage
Completed Treatment		
Inappropriate Admission		
Incarcerated		
No Contact/Abort		
Not Amenable to Treatment/Lacks Engagement		
Rule Violation		
Transferred to Different Facility		
Withdrew Against Program Advice		
Withdrew With Program Advice		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Discharge type description

**Short Detox Included:** Yes

**Notes:**

- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- ✓ Agency
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Trend, Discharge Listing

<p style="text-align: center;">06/01/2003 - 10/01/2003            Dates Filtered Against: Admission  <b>Trend: Discharge Reason</b></p>		
Description	Number	Percentage
Completed Treatment	57	59.38
Inappropriate Admission	1	1.04
Incarcerated	1	1.04
No Contact/Abort	10	10.42
Not Amenable to Treatment/Lacks Engagement	6	6.25
Rule Violation	10	10.42
Transferred to Different Facility	3	3.13
Withdrew Against Program Advice	2	2.08
Withdrew With Program Advice	6	6.25
<b>Totals:</b>	<b>96</b>	<b>100.00</b>

---

## Length of Stay

---

**Description/Purpose:**

This report displays the average length of stay for all clients discharged during the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Days *Average length of stay*

Length of Stay	Days
AVERAGE DAYS	

[Field example]

**Sorted by:**

N/A

**Short Detox Included:** Yes

**Notes:**

- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- ✓ Agency
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

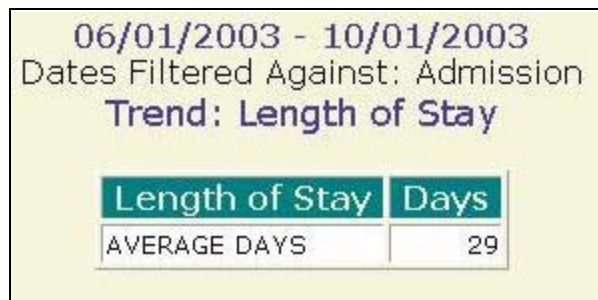
### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

### Report Sample: Trend, Length of Stay



---

## Modality

---

**Description/Purpose:**

This report lists the modalities of all admissions in the selected date range.

**How to run this report:**

Enter the date range, up to one year. Set any desired filters. Click on the report name.

**Fields in the report:**

- Description *Admission modalities*
- Number
- Percentage

Description	Number	Percentage
Intensive Inpatient		
Intensive Outpatient		
Outpatient		
Recovery House		
<b>Totals:</b>		

[Field example]

**Sorted by:**

Description (Modalities in alphabetical order)

**Short Detox Included:** No

**Notes:**

- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- If the report is filtered so that it looks at assessments then it will display the numbers of ADATSA and non-ADATSA assessments.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- ✓ Agency
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

### Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Trend, Modality

<p style="text-align: center;">06/01/2003 - 10/01/2003            Dates Filtered Against: Admission  <b>Trend: Modality</b></p>		
Description	Number	Percentage
Intensive Inpatient	70	39.77
Intensive Outpatient	10	5.68
Outpatient	55	31.25
Recovery House	41	23.30
<b>Totals:</b>	<b>176</b>	<b>100.00</b>

---

## Referral Wait

---

### Description/Purpose:

This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions with in the selected date range. At the time of this writing, this report is the same as the Trend: Admission Wait report.

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

- Number of Days *Date range categories*
- Number
- Percentage

Number of Days	Number	Percentage
0 - 14		
15 - 30		
31 - 60		
61 - 90		
91 - 120		
Over 120		
<b>Totals:</b>		

[Field example]

### Sorted by:

Number of Days

**Short Detox Included:** No

### Notes:

- For all users, this report will display results for all agencies within the state unless an agency or agencies are selected in the filters list.
- All filters except Discharge Type and Exit Referral apply to the admission.

### Access:

Agencies	Yes
County	Yes
RA	Yes

### Server:

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- ✓ Agency
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- ✓ State Special Project
- ✓ County Special Project
- ✓ Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- ✓ English Speaking Ability
- ✓ English Reading Ability
- ✓ Disability
- ✓ Substance Abuse
- Assessment Priority Population

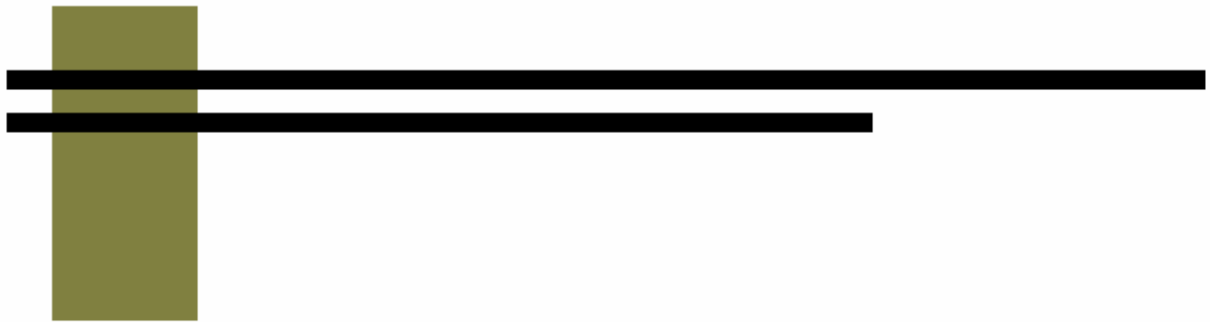
### Client/Staff

- Staff
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

## Report Sample: Trend, Referral Wait

08/01/2002 - 09/01/2002		
Dates Filtered Against: Admission		
Trend: Referral Wait in Days		
Number of Days	Number	Percentage
0 - 14	3	10.00
15 - 30	6	20.00
31 - 60	7	23.33
61 - 90	6	20.00
91 - 120	4	13.33
Over 120	4	13.33
<b>Totals:</b>	<b>30</b>	<b>99.99</b>





# Performance Reports





---

## Identified Population

---

### Description/Purpose:

This report calculates the number of admissions, treatment completions and treatment activity hours for all clients, grouped by:

Race/ethnicity

Spanish/Hispanic/Latino

Individual with a disability

Gay, lesbian, bisexual, transgender or questioning

Injection drug user

### How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

### Fields in the report:

#### Column Fields

- |                                   |  |
|-----------------------------------|--|
| ▪ Number of Admissions            | <i>Total number of admissions for all clients that are in each identified population category</i>  |
| ▪ Percent of Total Admissions     | <i>The percentage of the total number of admissions that this identified population group comprises. Equals Number of Admissions for that category divided by Unduplicated Total</i>                                   |
| ▪ Number of Treatment Completions | <i>The number of discharges that have a discharge type of "Completed Treatment". At the bottom of the column is the total treatment completions for all clients.</i>   |
| ▪ Completion Rate                 | <i>The completion rate for each identified population category. See the Notes section on this report for information on how this is calculated</i>   |
| ▪ Tx Activity Hours Provided      | <i>The number of treatment hours provided to each identified population category. The time is recorded in hours and hundredths of hours. At the bottom of the column is the total treatment hours for all clients.</i> |
| ▪ Percent of Total Tx Hours       | <i>The percentage of the total number of treatment hours provided to each identified population group. Equals the Tx Activity Hours Provided divided by the total number of treatment hours</i>                        |

Row Fields

<i>Race / Ethnicity categories</i>	
▪ American Indian / Alaska Native	<i>Includes any client that indicates that they are Native American, Eskimo/Alaska Native or Aleut</i>
▪ Asian / Pacific Islander	<i>Includes any client that indicates that they are Asian Indian, Cambodian, Chinese, Filipino, Guamanian, Hawaiian, Japanese, Korean, Laotian, Other Asian, Other Pacific Islander, Samoan, Thai, Vietnamese or Other Asian/Pacific Islander</i>
▪ Black / African American	<i>Includes any client that indicates that they are Black or African American</i>
▪ White / European American	<i>Includes any client that indicates that they are White or European American</i>
▪ Multi-Race	<i>Includes any client that indicates that they are members of more than one race or ethnic group. To avoid duplication, a multi-racial client is counted here, but not in any other race/ethnicity category.</i>
▪ Other Race	<i>Includes any client that indicates that they are of a race not listed any of the other race/ethnicity categories. At the time of this writing this includes only Middle Eastern and Other Race</i>
▪ Refuse to Answer / Unknown	<i>Includes any client that either refuses to answer the race/ethnicity question or their race/ethnicity is unknown.</i>
<i>Other Identified Populations</i>	
▪ Hispanic / Latino	<i>Includes any client that indicated that they are either Cuban, Mexican/Mexican American, Other Spanish/Hispanic/Latino or Puerto Rican</i>
▪ Individual with a Disability	<i>Includes any client that indicates that they have a disability</i>
▪ Gay, Lesbian, Bisexual, Transgender or Questioning	<i>Includes any client that indicates that they are Gay, Lesbian, Bisexual, Transgender or Questioning</i>
▪ Injection Drug Users	<i>Includes any client that is an injection drug user. See the Notes section on this report for more information on how this is determined</i>
▪ Unduplicated Total	<i>Total number of clients admitted during the date range</i>
▪ Total Discharges	<i>Total number of discharges during the date range</i>

	Number of Admissions	Percent of Total Admissions	Number of Treatment Completions	Completion Rate	Tx Activity Hours Provided	Percent of Total Tx Hours
American Indian/Alaska Native						
Asian/Pacific Islander						
Black/African American						
White/European American						
Multi-Race						
Other Race						
Refuse to Answer/Unknown						
Hispanic/Latino						
Individual with a Disability						
Gay, Lesbian, Bisexual, Transgender or Questioning						
Injection Drug Users						
<b>Unduplicated Total</b>				<b>Total Discharges</b>		

[Field example]

**Sorted by:**

Organized by category

**Short Detox Included:**

No

**Notes:**

- This report returns statewide results for RA's and county staff unless an agency or county filter is selected.
- Completion Rate is calculated by dividing the number of discharges with a discharge type of Completed Treatment by the number of discharges that have a discharge type of Completed Treatment, Not Amenable to Treatment, No Contact, Rule Violation or Withdrew Against Program Advice. Appendix B of this manual has more information on this calculation.

**Access:**

Agencies Yes  
County Yes  
RA Yes

**Server:**

Agencies *Report*  
County *Report*  
RA *Report*

## Available Filters

### Scope

- Admission, Assessment, Discharge
- Duplicated, Unduplicated
- Agency *(available for County staff and RAs)*
- Entry Referral
- Discharge Type
- Exit Referral or Other Services Referral
- ✓ Governing County

### Funding

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
  - State Special Project
  - County Special Project
  - Agency Special Project

### Demographics

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
  - English Speaking Ability
  - English Reading Ability
  - Disability
  - Substance Abuse
  - Assessment Priority Population

### Client/Staff

- ✓ Staff *(Agencies only)*
  - Admission Staff (D4 Only)
  - Support Activity Type (C7 Only)
- Client

**Report Sample: Identified Population**

05/01/2003 - 05/02/2003 Identified Population Report						
	Number of Admissions	Percent of Total Admissions	Number of Treatment Completions	Completion Rate	Tx Activity Hours Provided	Percent of Total Tx Hours
American Indian/Alaska Native	19	6.5%	10	47.6%	478.54	6.9%
Asian/Pacific Islander	5	1.7%	5	83.3%	235.08	3.4%
Black/African American	18	6.1%	14	46.7%	492.82	7.1%
White/European American	207	70.6%	121	55.0%	4,904.14	71.1%
Multi-Race	13	4.4%	4	50.0%	125.74	1.8%
Other Race	29	9.9%	20	71.4%	605.07	8.8%
Refuse to Answer/Unknown	2	0.7%	1	50.0%	52.75	0.8%
Hispanic/Latino	30	10.2%	24	64.9%	650.32	9.4%
Individual with a Disability	93	31.7%	51	49.5%	2,403.31	34.9%
Gay, Lesbian, Bisexual, Transgender or Questioning	8	2.7%	4	50.0%	190.24	2.8%
Injection Drug Users	90	30.7%	43	53.8%	1,812.54	26.3%
<b>Unduplicated Total</b>	<b>293</b>		<b>175</b>	<b>Total Discharges</b> 315	<b>6,894.14</b>	

# SSI

## Description/Purpose:

This report counts the number milestones and clients with SSI funding either as a primary source of public assistance or having an assessment or admission with a contract type of SSI.

## How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

## Fields in the report:

- Region *Region of the state (1-6)*
- County Name *County*
- Modality
- # Count *Number of clients matching the selection criteria for each modality*
- Unduplicated Count *Number of individual clients (each client only counted once)*
- County Total *Total number of clients matching the selection criteria in the count (duplicated)*
- Region Total *Total of all counties in the region (duplicated)*
- Grand Total *Total of all counties in all regions (duplicated)*

Region	County Name	Modality	# Count
6			
	County 1		
		IO	
	Unduplicate Count		
	County Total		
	County 2		
		IO	
		OP	
	Unduplicate Count		
	County Total		
	Region Total:		
	Grand Total:		

[Field example]

## Sorted by:

Region  
County Name (grouped by region)  
Modality

**Short Detox Included:** No



**Notes:**

- Clients are counted in this report if they either:
  - Indicate that their primary source of public assistance is SSI.
  - Have a Target milestone event with a contract type of SSI.

If the report is filtered by Admission then the report looks at the most recent contract type for any admissions in the report date range.
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA's and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff (*Agencies only*)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: SSI**

01/01/2003 - 12/31/2003  
 SSI - Admission (not include DOC and Private Pay)

Region	County Name	Modality	#Count
1			
	Chelan		
		DX	32
		II	13
		IO	6
		OP	26
	Unduplicate Count		67
	County Total		77
	Spokane		
		DX	58
		II	27
		IO	51
		LT	27
		OP	55
		OS	4
		RH	8
	Unduplicate Count		211
	County Total		230
Region Total:			307
5			
	Kitsap		
		DX	21
		II	32
		IO	19
		OP	22
		OS	1
	Unduplicate Count		85
	County Total		95
	Pierce		
		DX	122
		II	36
		IO	48
		LT	2
		OP	78
		OS	48
	Unduplicate Count		322
	County Total		334
Region Total:			429
Grand Total:			736

# TANF

## Description/Purpose:

This report counts the number milestones and clients with TANF funding either as a primary source of public assistance or having an assessment or admission with a contract type of TANF.

## How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

## Fields in the report:

- Region *Region of the state (1-6)*
- County Name *County*
- Modality
- # Count *Number of clients matching the selection criteria for each modality*
- Unduplicated Count *Number of individual clients (each client only counted once)*
- County Total *Total number of clients matching the selection criteria in the count (duplicated)*
- Region Total *Total of all counties in the region (duplicated)*
- Grand Total *Total of all counties in all regions (duplicated)*

Region	County Name	Modality	# Count
6			
	County 1		
		IO	
	Unduplicate Count		
	County Total		
	County 2		
		IO	
		OP	
	Unduplicate Count		
	County Total		
Region Total:			
Grand Total:			

[Field example]

## Sorted by:

Region  
County Name (grouped by region)  
Modality

**Short Detox Included:** No

**Notes:**

- Clients are counted in this report if they either:
  - Indicate that their primary source of public assistance is TANF.
  - Have a Target milestone event with a contract type of TANF.

If the report is filtered by Admission then the report looks at the most recent contract type for any admissions in the report date range.
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA's and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**

- ✓ Staff (*Agencies only*)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: TANF**

01/01/2002 - 12/31/2002  
TANF - Admission (not include DOC and Private Pay)

Region	County Name	Modality	#Count
<b>2</b>			
	<b>Klickitat</b>		
		II	1
		IO	25
		LT	1
		OP	12
	<b>Unduplicate Count</b>		38
	<b>County Total</b>		39
<b>Region Total:</b>			<b>39</b>
<b>4</b>			
	<b>King</b>		
		DX	50
		GC	1
		II	82
		IO	205
		LT	76
		OP	199
		OS	56
		RH	14
		TH	12
	<b>Unduplicate Count</b>		623
	<b>County Total</b>		695
<b>Region Total:</b>			<b>695</b>
<b>6</b>			
	<b>Cowlitz</b>		
		II	25
		IO	62
		OP	50
	<b>Unduplicate Count</b>		137
	<b>County Total</b>		137
<b>Region Total:</b>			<b>137</b>
<b>Grand Total:</b>			<b>871</b>

# WorkFirst

## Description/Purpose:

This report counts the number milestones and clients that are in the WorkFirst program, as indicated in Target by a special project code of "WRKFIRST".

## How to run this report:

Enter the date range, up to one year. Set any desired filters. Click on the report name.

## Fields in the report:

- Region *Region of the state (1-6)*
- County Name *County*
- Modality
- # Count *Number of clients matching the selection criteria for each modality*
- Unduplicated Count *Number of individual clients (each client only counted once)*
- County Total *Total number of clients matching the selection criteria in the count (duplicated)*
- Region Total *Total of all counties in the region (duplicated)*
- Grand Total *Total of all counties in all regions (duplicated)*

Region	County Name	Modality	# Count
6			
	County 1		
		IO	
	Unduplicate Count		
	County Total		
	County 2		
		IO	
		OP	
	Unduplicate Count		
	County Total		
Region Total:			
Grand Total:			

[Field example]

## Sorted by:

Region  
County Name (grouped by region)  
Modality

**Short Detox Included:** No

**Notes:**

- Clients are counted in this report if they have a milestone with the state level special project of “WRKFIRST”
- The default filter setting is to look at admission data (assessment, admission or discharge may be selected).
- This report returns statewide results for RA’s and county staff unless an agency or county filter is selected.
- Results are totaled by county, region and statewide.
- Each applicable milestone is counted, but each client is only counted once per county. If the client has multiple milestones in multiple counties then the client is counted once in each county.

**Access:**

Agencies	Yes
County	Yes
RA	Yes

**Server:**

Agencies	<i>Report</i>
County	<i>Report</i>
RA	<i>Report</i>

**Available Filters****Scope**

- ✓ Admission, Assessment, Discharge
- ✓ Duplicated, Unduplicated
- ✓ Agency (*available for County staff and RAs*)
- ✓ Entry Referral
- ✓ Discharge Type
- ✓ Exit Referral or Other Services Referral
- ✓ Governing County

**Funding**

- ✓ Title XIX
- ✓ Fund Source
- ✓ Contract Type
- ✓ Modality
- State Special Project
- County Special Project
- Agency Special Project

**Demographics**

- ✓ Gender
- ✓ Start Birth Date / End Birth Date
- ✓ Spanish/Hispanic
- ✓ Ethnicity/Race
- English Speaking Ability
- English Reading Ability
- Disability
- Substance Abuse
- Assessment Priority Population

**Client/Staff**

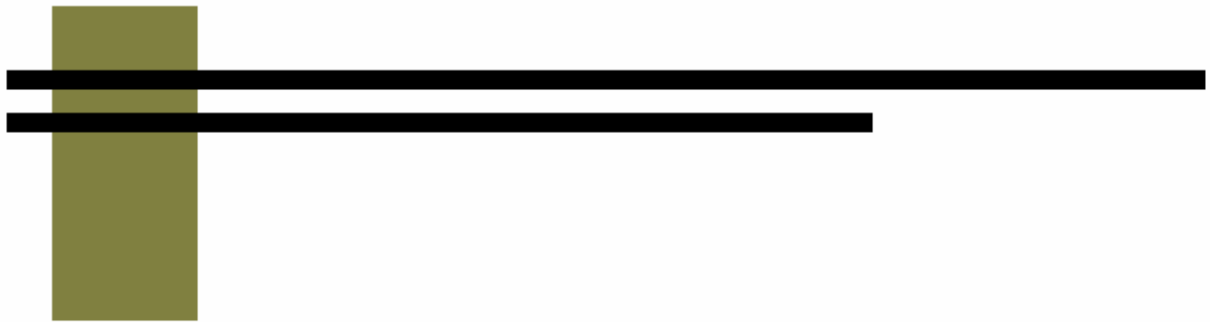
- ✓ Staff (*Agencies only*)
- Admission Staff (D4 Only)
- Support Activity Type (C7 Only)
- Client

**Report Sample: WorkFirst**

01/01/2003 - 06/01/2003  
WORK-FIRST - Admission

Region	County Name	Modality	# Count
<b>1</b>			
	<b>Chelan</b>		
		II	19
		OP	3
	<b>Unduplicate Count</b>		21
	<b>County Total</b>		22
<b>Region Total:</b>			<b>22</b>
<b>5</b>			
	<b>Pierce</b>		
		IO	28
		OP	1
	<b>Unduplicate Count</b>		29
	<b>County Total</b>		29
<b>Region Total:</b>			<b>29</b>
<b>6</b>			
	<b>Grays Harbor</b>		
		II	7
		IO	8
		OP	7
		RH	1
	<b>Unduplicate Count</b>		22
	<b>County Total</b>		23
<b>Region Total:</b>			<b>23</b>
<b>Grand Total:</b>			<b>74</b>





## **Bed Availability Report**





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## Bed Availability

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### Description/Purpose:

This report lists all of the residential treatment beds available statewide.

### How to run this report:

Click on Bed Availability from the report menu. The report will run automatically.

### Fields in the report:

- Modality
- Contract Type
- Agency *Includes agency number, agency name and phone number*
- Male Beds *Number of beds available for male clients*
- Female Beds *Number of beds available for female clients*
- Date Updated *Date that this information was last updated by the agency*

MODALITY	CONTRACT TYPE	AGENCY	MALE BEDS	FEMALE BEDS	DATE UPDATED
Intensive Inpatient					
	ADATSA				
Pregnant/Parenting					

[Field example]

### Sorted by:

Modality  
Contract Type  
Agency, by agency number

**Short Detox Included:** No

### Notes:

- The report displays input for all agencies that with residential modalities.
- No date range or filters are selected for this report.

### Access:

Agencies Yes  
County Yes  
RA Yes

### Server:

Agencies *Target*  
County *Target*  
RA *Target*

### Available Filters [None]

#### Scope

Admission, Assessment, Discharge  
Duplicated, Unduplicated  
Agency  
Entry Referral  
Discharge Type  
Exit Referral or Other Services Referral  
Governing County

#### Funding

Title XIX  
Fund Source  
Contract Type  
Modality  
State Special Project  
County Special Project  
Agency Special Project

#### Demographics

Gender  
Start Birth Date / End Birth Date  
Spanish/Hispanic  
Ethnicity/Race  
English Speaking Ability  
English Reading Ability  
Disability  
Substance Abuse  
Assessment Priority Population

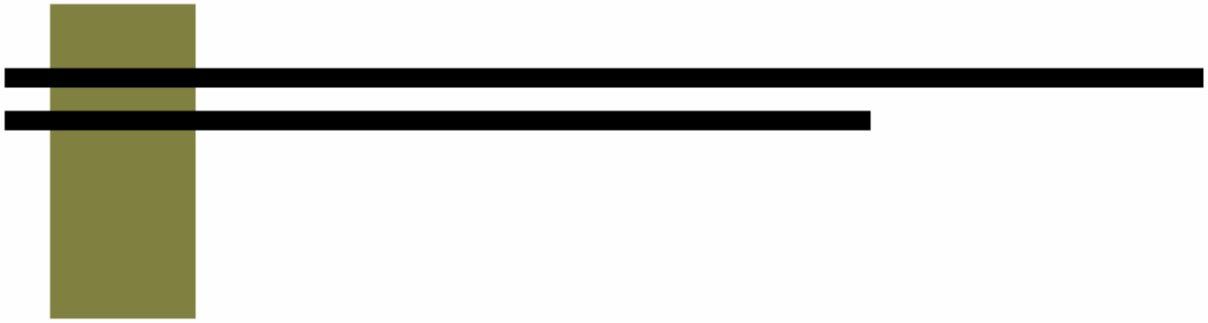
#### Client/Staff

Staff  
Admission Staff (D4 Only)  
Support Activity Type (C7 Only)  
Client

**Report Sample: Bed Availability**

Bed Availability Report					
MODALITY	CONTRACT TYPE	AGENCY	MALE BEDS	FEMALE BEDS	DATE UPDATED
Intensive Inpatient					
ADATSA					
		000600 Center For Alcohol And Drug Treatment (The) ((509) 662-9673)	0	0	10/1/2003 8:49:44 AM
		005200 Residence XII - Kirkland (formerly Kenmore/Bothell) ((425) 823-8844)	0	0	10/8/2003 9:36:32 AM
Pregnant/Parenting					
		001200 Turnaround At Vancouver ((360) 696-5353)	0	0	8/13/2003 3:14:19 PM
		004406 Perinatal Treatment Services (dba MOM's Program) - Seattle ((206) 223-1300)	0	0	7/28/2003 7:43:23 AM
Recovery House					
SSI					
		012100 SPARC -- Spokane Addiction Recovery Centers ((509) 624-3251)	0	0	4/25/2003 6:07:09 PM
		017203 Seadrunar Phase I - Queenanne ((206) 284-2010)	0	0	10/10/2003 10:47:24 AM
		096700 American Behavioral Health Systems, Inc. ((509) 325-6800)	0	0	6/12/2003 2:11:06 PM
TANF (ESA)					
		000900 Clark County Council On Alcohol And Drugs ((360) 696-1631)	0	0	4/25/2003 6:07:09 PM
		005701 Thunderbird Treatment Center ((206) 722-7152)	0	0	4/25/2003 6:07:09 PM
		008900 Puyallup Tribal Treatment Center ((253) 593-0291)	8	8	12/24/2003 11:46:30 AM





# Appendices







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## Appendix A – Report Summary

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### **Rollup Reports**

#### Children Elsewhere

Summarizes the responses to the question “Number of your children not living with you”.

#### Children with Client

Summarizes the responses to the question “Number of your children living with you”.

#### Chronic Illness

Summarizes the responses to the question “Are you currently receiving care for a chronic illness?”

#### Degree

Summarizes client responses regarding the highest degree achieved.

#### Dental Problems

This report summarizes client responses to the question “Currently under care for dental?” on the Target Data Elements form.

#### Disability

This report summarizes client responses regarding disabilities.

#### Education

This report summarizes client responses regarding the number of years of education that they may have.

#### Employment Activity

Summarizes client responses regarding employment.

#### English Reading Ability

This report summarizes client responses regarding their ability to read English.

#### English Speaking Ability

This report summarizes client responses regarding their ability to speak English.

#### Head Injury - Care

This report summarizes client responses regarding current treatment for traumatic head injury.

#### Head Injury - Previous

This report summarizes client responses regarding previous traumatic head injury.

#### Income Source

This report summarizes client responses regarding primary source on income.

#### Infectious Disease

This report summarizes client responses to the question regarding current care for an infectious disease.

#### Legal Issues

Summarizes client responses regarding current legal involvement.

#### Living Arrangements

This question summarizes client responses to the question about with whom is the client living.

#### Marital Status

This report summarizes client responses regarding current marital status.

#### Mental Treatment

This report summarizes client responses regarding previous mental/psychological treatment.

#### Monthly Household Income

This report summarizes client responses regarding monthly household income.

#### Monthly Personal Income

This report summarizes client responses regarding monthly personal income.

#### Other Children with Client

This report summarizes client responses regarding other children living with the client.

#### Persons in Household

This report summarizes client responses regarding the number of persons in the client's household.

#### Prenatal Provider

This report summarizes client responses regarding if they have a prenatal provider or not.

#### Previous Arrests

This report summarizes client responses regarding previous arrests.

#### Psychiatric Care

This report summarizes client responses regarding current psychiatric care.

#### Psychiatric Medications

This report summarizes client responses regarding current use of psychiatric medications.

#### Public Assistance

This report summarizes client responses regarding primary type of public assistance currently utilized.

#### Residence

This report summarizes client responses regarding their primary residence type.

#### School Enrollment

This report summarizes client responses regarding their current school enrollment status.

#### School Type

This report summarizes client responses regarding the type of school attended.

#### Stage of Addiction

This report summarizes the clients' stage of addiction (Abuse, Chemical Dependant, Experimentation, In Recovery, No Significant Problem).

#### Substance

This report summarizes the type substance used.

#### Veterans

This report summarizes client responses regarding veteran status.

#### Zip Code

This report summarizes client responses regarding the zip code at their residence.

## **D & C Reports**

### C3 Active Caseload

This report lists all admissions open as of the start date. This report can be used to look at counselor case load and to make sure that all discharges are entered in a timely manner.

### C5 Open ADATSA Clients

Lists all ADATSA assessments performed by the selected agency that are open as of the report Start Date. The C5 report lists the assessment and any admission and discharges associated with the open assessment.

### C7 Support Activity Listing

Lists all client, group and agency support activities that occurred within the date range.

### D3 Assessment Listing

Lists all assessments performed by an agency during the selected date range.

### D4 Admission Listing

Lists all admissions performed by an agency during the selected date range.

### D5 Activities Listing

Lists all treatment activities that took place at an agency during the given date range

### D6 Discharge Listing

The D6 report lists all discharges that took place at an agency during the given date range

## **M Reports**

### M1 Staff Services

Lists all milestones and treatment activities that occurred within the date range.

### M2 Facility Services

The M2 report displays totals of all milestones performed and the number of different clients served

### M3 Client Demographics, Admission

This report totals the number of clients and admissions for each quarter of the selected fiscal year.

#### M3 Client Demographics, Clients in Treatment

This report displays demographic information for the clients in treatment during a given date range.

#### M3 Client Demographics, Assessment

This report totals the number of clients and assessments for each quarter of the selected fiscal year.

#### M4 Contract Performance, Admission/Assessment

This report provides the number of admissions and assessments performed during the time frame ordered by fund source, contract type and modality.

#### M4 Contract Performance, Group

This report provides a summary of all of the group treatment activities provided during the date range.

#### M4 Contract Performance, Summary

This report provides a summary of all of the treatment activities provided during the date range. The number of clients and time spent providing each activity type is displayed ordered by fund source, contract type, modality and by activity type.

#### M5 Discharge Type

This report lists the number of discharges during the selected date range

### **Service & Outcome Reports**

#### O1 Criminal Justice Summary

The O1 report summarizes client responses, at admission and discharge, regarding their current legal involvement.

#### O2 Domestic Violence Summary

The O2 report summarizes client responses, at admission and discharge, regarding both current and past domestic violence against the client.

#### O3 Current Enrollment Summary

The O3 report summarizes client responses, at admission and discharge, regarding their school type and school status.

#### O4 Primary Residence Summary

The O1 report summarizes client responses, at admission and discharge, regarding their current residence.

#### O5 Frequency of Use Summary

This report compares the frequency of substance use at discharge to admission. A summary of the change is presented for the primary, secondary and tertiary substances.

#### O6 Primary Employment Summary

The O6 report summarizes client responses, at admission and discharge, regarding their employment.

#### O7 Primary Source of Income

This report summarizes client responses, at admission and discharge, regarding their primary source of income.

#### O8 ASAM Levels

This report summarizes client ASAM levels at admission and discharge.

#### O9 Emergency Room Visits

This report compares the number of emergency room visits for a client at admission to the number of visits during treatment. A summary of the level of change is displayed.

#### Service: Detox Performance

This report displays the number of admissions and clients and calculates the total and average days for all clients admitted with a Detoxification modality.

#### Service: Residential Performance

This report calculates the total number of days and clients for all clients admitted with a residential modality.

### **Trend Reports**

#### Admission Wait

This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions with in the selected date range.

#### Discharge Listing

This report lists the number of each type of discharge that occurred in the selected date range.

#### Length of Stay

This report displays the average length of stay for all clients discharged during the selected date range.

#### Modality

This report lists the modalities of all admissions in the selected date range.

#### Referral Wait

This report summarizes client wait times from ADATSA assessment until the first ADATSA admission for all ADATSA admissions with in the selected date range. At the time of this writing, this report is the same as the Trend: Admission Wait report.

### **Performance Reports**

#### Identified Population

This report calculates the number of admissions, treatment completions and treatment activity hours for all clients, grouped by:

Race/ethnicity

Spanish/Hispanic/Latino

Individual with a disability

Gay, lesbian, bisexual, transgender or questioning

Injection drug user

#### SSI

This report counts the number milestones and clients with SSI funding either as a primary source of public assistance or having an assessment or admission with a contract type of SSI.

#### TANF

This report counts the number milestones and clients with TANF funding either as a primary source of public assistance or having an assessment or admission with a contract type of TANF.

#### WorkFirst

This report counts the number milestones and clients that are in the WorkFirst program, as indicated in Target by a special project code of “WRKFIRST”

### **Bed Availability Report**

#### Bed Availability

This report lists all of the residential treatment beds available statewide.

### **Appendices**

Appendix A – Report Summary

Appendix B - Treatment Completion Formula

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## Appendix B - Treatment Completion Formula

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The treatment completion rate, as defined by DASA, can be determined by dividing the number of discharges with a discharge type of Completed Treatment by the total number of eligible discharges.

Use the following discharge types in calculating the Treatment Completion rate for your agency.

- |                           |   |
|---------------------------|---|
| Include in the numerator: | <ul style="list-style-type: none"><li>▪ Completed Treatment</li></ul>   |
| Include in denominator:   | <ul style="list-style-type: none"><li>▪ Completed Treatment</li><li>▪ Not Amenable/Lacks Engagement</li><li>▪ No Contact / Abort</li><li>▪ Rule Violation</li><li>▪ Withdrew Against Program Advice</li></ul>   |
| Do not use:               | <ul style="list-style-type: none"><li>▪ Client Died</li><li>▪ Funds Exhausted</li><li>▪ Inappropriate Admission</li><li>▪ Incarcerated</li><li>▪ Moved</li><li>▪ Transferred to Different Facility</li><li>▪ Administrative Closure</li><li>▪ Not Collected</li></ul> |

You can get an accurate count of the discharge types at your agency by running the Trend: Discharge report. This calculation is also performed by the Identified Population report in the Performance section of reports.